

# PHA Plans for

# The Housing Authority of the City of Bridgeton

5 Year Plan for Fiscal Years 2000 - 2004  
Annual Plan for Fiscal Year 2000

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN ACCORDANCE WITH  
INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

## **PHA Plan Agency Identification**

**PHA Name:** Bridgeton Housing Authority

**PHA Number:** NJ049

**PHA Fiscal Year Beginning: (mm/yyyy)** 10/2000

### **Public Access to Information**

**Information regarding any activities outlined in this plan can be obtained by contacting:  
(select all that apply)**

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices

### **Display Locations For PHA Plans and Supporting Documents**

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices
- ☐ Main administrative office of the local government
- ☐ Main administrative office of the County government
- ☐ Main administrative office of the State government
- ☒ Public library
- ☐ PHA website
- ☐ Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- ☒ Main business office of the PHA
- ☐ PHA development management offices
- ☒ Other (list below): Bridgeton Public Library

**5-YEAR PLAN**  
**PHA FISCAL YEARS 2000 - 2004**

[24 CFR Part 903.5]

**A. Mission**

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

- ☒ The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- ☒ The PHA's mission is: (state mission here): In addition to the long established mission of the Housing Authority as stated above, the Authority specifically intends to pursue the improvement of the neighborhoods where its facilities are located. This effort will include examining the potential for the BHA's submittal of a HOPE VI application as well as other federal initiatives that may be applicable.

**B. Goals**

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

**HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.**

- ☒ PHA Goal: Expand the supply of assisted housing
- Objectives:
- ☐ Apply for additional rental vouchers:
  - ☐ Reduce public housing vacancies:
  - ☐ Leverage private or other public funds to create additional housing opportunities:
  - ☐ Acquire or build units or developments
  - ☒ Other (list below): Pursuant to the Authority's second stated mission, an examination of HOPE VI funding as a way to improve the neighborhoods in which existing housing complexes are located, the Authority may pursue any or all of the options listed above. The Authority recognizes that many people believe that the community has its "fair share" of subsidized rental housing. Nevertheless, there are still many families in our community who have

insufficient income to pay the housing expenses without using a disproportionate amount of their income. These families may be regarded as being “rent burdened.” For some families, we may use other assisted housing techniques as ways which will help people bridge the gap, and make the leap to homeownership. This can be done by pursuing lease purchase options, and providing economic and housing counseling. Rent burdened and subsidized families may then be able to be housed adequately and open up subsidized units for families that still may need them.

☒ PHA Goal: Improve the quality of assisted housing

Objectives:

☒ Improve public housing management: (PHAS score): The Authority’s **advisory** score for the fiscal year ending 9/30/1999 is 85.3, which would generally be considered a very satisfactory score. The Financial score was perfect, while the Management score lost only one out of a possible 30 points. However, the physical inspection score was only 17.5 out of 30 possible points, suggesting some room for improvement in this area. The Authority recognizes that this measurement has been, and continues to be, an area receiving a great deal of attention by Congress and the Housing Authority in general. The Authority suspects that its score will improve over the next year as the formula for scoring the physical needs is adjusted. However, an examination of the report in detail also suggests that there are some relatively easy ways for Authority to make improvements and improve this score over the next year. The Authority’s score for its Resident Satisfaction Survey which was conducted by HUD was an 8.9 out of 10. Unfortunately, the survey was HUD (REAC) Real Estate Assessment Center’s first attempt at this survey and the results were general and not site specific. However, the Authority anticipates that during the discussion of the plan, residents may shed some insight on some of the scores, in particular (a) safety and (b) neighborhood appearance. A summary of these comments is including in the attachments and will guide future revisions to modernization and management plans.

☒ Improve voucher management: (SEMAP score): At the time of this draft the Authority has not received its SEMAP score. However, the Authority is always interested in improving the management of its programs. Inasmuch as the voucher program has undergone some major changes, it is likely that this program will require some additional attention to maintain a high level of efficiency and effectiveness.

☒ Increase customer satisfaction: An increase in customer satisfaction may result in the Authority attracting and maintaining the best tenants possible, thus making the Authority a better overall place to live and an easier and less expensive Authority to manage. This may result in the Authority’s increasing its ability to achieve some of its other objectives.

☐ Concentrate on efforts to improve specific management functions:  
(list; e.g., public housing finance; voucher unit inspections)

☒ Renovate or modernize public housing units: The Comprehensive Grant Program has enabled the Authority to make badly needed improvements to many of its

aging buildings over the last several years. However, a continuation of this funding and these efforts are needed to maximize the efficient expenditure of these funds.

- ☐ Demolish or dispose of obsolete public housing:
- ☐ Provide replacement public housing:
- ☐ Provide replacement vouchers:
- ☒ Other: (list below): The demolition, provision of replacement public housing, or providing replacement vouchers are all options that may be pursued under a HOPE VI application. However, it is too early to say any of these options are planned without full and complete discussion with stakeholders in the Housing Authority community as well as the Community as a whole.

☒ PHA Goal: Increase assisted housing choices

Objectives:

- ☒ Provide voucher mobility counseling:
- ☒ Conduct outreach efforts to potential voucher landlords
- ☐ Increase voucher payment standards
- ☐ Implement voucher homeownership program:
- ☐ Implement public housing or other homeownership programs:
- ☒ Implement public housing site-based waiting lists:
- ☐ Convert public housing to vouchers:
- ☒ Other: (list below): The voucher payment standard is expected to be

maintained at 100% of the (FMR) Fair Market Rent standards established by HUD for our area. The implementation of a voucher homeownership program may be pursued in the subsequent year as a fuller understanding of the limitations of the program become known and federal regulations are finalized. It is unlikely that the housing complexes currently owned by the authority will be offered for sale to occupants inasmuch as the family units in particular have been built in a predominately two story row house style with common heating systems, and other common areas, that make the sale of these units difficult, except if the residents were to decide to establish a condominium association for their management. However, the Authority will continue to advise tenants of opportunities for homeownership through such organizations as the nonprofit Bridgeton Housing Development Corporation.

**HUD Strategic Goal: Improve community quality of life and economic vitality**

☒ PHA Goal: Provide an improved living environment

Objectives:

- ☒ Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
- ☐ Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
- ☐ Implement public housing security improvements:

- ☐ Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- ☐ Other: (list below)

**HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals**

- ☒ PHA Goal: Promote self-sufficiency and asset development of assisted households  
Objectives:
  - ☒ Increase the number and percentage of employed persons in assisted families:
  - ☐ Provide or attract supportive services to improve assistance recipients' employability:
  - ☐ Provide or attract supportive services to increase independence for the elderly or families with disabilities.
  - ☒ Other: (list below) The Authority hopes to encourage employment in two ways. First, by the adoption of flat rents that are lower than ceiling rents and significantly lower than market rents, residents and their family members may seek employment without the automatic "30% penalty" for working that exists when residents don't choose to pay the flat rent and then gain employment. Second, the Authority will promote in its newsletter and through other appropriate means, opportunities for employment. It is noteworthy that all family members have an employment advantage inasmuch as residents of the Empowerment Zone census tracts, any new employer may take advantage of the tax credits for their employment.

**HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans**

- ☒ PHA Goal: Ensure equal opportunity and affirmatively further fair housing  
Objectives:
  - ☒ Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
  - ☒ Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
  - ☒ Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
  - ☐ Other: (list below)

**Other PHA Goals and Objectives: (list below)**

# Annual PHA Plan PHA Fiscal Year 2000

[24 CFR Part 903.7]

## **i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

☐ **Standard Plan**

### **Streamlined Plan:**

- ☒ **High Performing PHA**  
☐ **Small Agency (<250 Public Housing Units)**  
☐ **Administering Section 8 Only**

☐ **Troubled Agency Plan**

## **ii. Executive Summary of the Annual PHA Plan**

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

**[As per PIH 99-51, this section is now considered optional.]**

## **iii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

**[As per PIH 99-51 this section is mandatory.]**

### **Table of Contents**

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#### Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a SEPARATE file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

#### Required Attachments:

- ☒ Admissions Policy for Deconcentration
- ☒ FY 2000 Capital Fund Program Annual Statement
- ☐ Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

#### Optional Attachments:

- ☐ PHA Management Organizational Chart
- ☒ FY 2000 Capital Fund Program 5 Year Action Plan
- ☒ Public Housing Drug Elimination Program (PHDEP) Plan
- ☒ Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- ☐ Other (List below, providing each attachment name)
  - a) Definitions of "Substantial Deviation" and "Significant Amendment or Modification."

#### Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the "Applicable & On Display" column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	Some of the certifications are provided in draft form. They cannot be fully executed until all revisions to the draft plan are made and the plans are officially adopted. Similarly, such things as the operating budget may be updated upon completion of the budget for the upcoming year.	
Yes, to be executed	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans



<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	Some of the certifications are provided in draft form. They cannot be fully executed until all revisions to the draft plan are made and the plans are officially adopted. Similarly, such things as the operating budget may be updated upon completion of the budget for the upcoming year.	
upon final approval of plan.		
Yes	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
Yes	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
YES	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
YES	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
YES	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
YES	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
YES	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
YES	Public housing rent determination policies, including the methodology for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
YES	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing	Annual Plan: Rent Determination

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	Some of the certifications are provided in draft form. They cannot be fully executed until all revisions to the draft plan are made and the plans are officially adopted. Similarly, such things as the operating budget may be updated upon completion of the budget for the upcoming year.	
	A & O Policy	
YES	Section 8 rent determination (payment standard) policies <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
YES	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
YES	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
YES	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
YES	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
NA	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
YES	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
NA	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
NA	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
NA	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
NA	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
NA	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
NA	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
NA	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
NA	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
NA	Most recent self-sufficiency (ED/SS, TOP or ROSS or other	Annual Plan: Community

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	Some of the certifications are provided in draft form. They cannot be fully executed until all revisions to the draft plan are made and the plans are officially adopted. Similarly, such things as the operating budget may be updated upon completion of the budget for the upcoming year.	
	resident services grant) grant program reports	Service & Self-Sufficiency
YES	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
YES	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

## **1. Statement of Housing Needs**

[24 CFR Part 903.7 9 (a)]

### **A. Housing Needs of Families in the Jurisdiction/s Served by the PHA**

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	1,005	5	3	3	2	1	1
Income >30% but <=50% of AMI	1,795	4	3	3	2	1	1
Income >50% but <80% of AMI	252	2	3	3	2	1	1
Elderly	647	5	3	3	4	2	3
Families with Disabilities	200	4	3	3	4	2	4
Race/Ethnicity	Black	3	3	3	3	3	3
Race/Ethnicity	White	3	3	3	3	3	3

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford- ability	Supply	Quality	Access- ibility	Size	Loca- tion
Race/Ethnicity	Hispanic	3	3	3	3	3	3
Race/Ethnicity	Asian,etc	3	3	3	3	3	3
Race/Ethnicity	Other	3		3	3	3	3

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- ☒ Consolidated Plan of the Jurisdiction/s  
Indicate year:
- ☒ U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- ☐ American Housing Survey data  
Indicate year:
- ☐ Other housing market study  
Indicate year:
- ☐ Other sources: (list and indicate year of information)

## B. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists

State the housing needs of the families on the PHA’s waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/>	Section 8 tenant-based assistance		
<input checked="" type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	P		
Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	182		68
Extremely low income ≤30% AMI	135	74%	
Very low income	32	17%	

Housing Needs of Families on the Waiting List			
(>30% but <=50% AMI)			
Low income (>50% but <80% AMI)	16	9%	
Families with children	104	57%	
Elderly families	35	19%	
Families with Disabilities	25	14%	
Race/ethnicity	Black; 141	77%	
Race/ethnicity	White; 24	13%	
Race/ethnicity	Hispanic; 17	9%	
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	75	41%	38
2 BR	56	31%	15
3 BR	35	19%	13
4 BR	15	8%	1
5 BR	1	.5%	1
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes: How long has it been closed (# of months)? Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List	
Waiting list type: (select one) <input checked="" type="checkbox"/> Section 8 tenant-based assistance <input type="checkbox"/> Public Housing <input type="checkbox"/> Combined Section 8 and Public Housing <input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction:	

Housing Needs of Families on the Waiting List			
	# of families	% of total families	Annual Turnover
Waiting list total	47		7
Extremely low income <=30% AMI	30		
Very low income (>30% but <=50% AMI)	10		
Low income (>50% but <80% AMI)	7		
Families with children	37		
Elderly families	10		
Families with Disabilities	0		
Race/ethnicity	Black 22	.46	
Race/ethnicity	White..8	.17	
Race/ethnicity	Hispanice..16	.34	
Race/ethnicity	Native Amer...1	.02	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	10	.21	1
2 BR	20	.42	2
3 BR	16	.34	4
4 BR	1	.02	0
5 BR	0	0	0
5+ BR	0	0	0
<p>Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes</p> <p>If yes:</p> <p>How long has it been closed (# of months)? 36 months as of July 2000.</p> <p>Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</p>			

### C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

**(1) Strategies**

**Need: Shortage of affordable housing for all eligible populations**

**Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:**

Select all that apply

- ☒ Employ effective maintenance and management policies to minimize the number of public housing units off-line
- ☒ Reduce turnover time for vacated public housing units
- ☐ Reduce time to renovate public housing units
- ☐ Seek replacement of public housing units lost to the inventory through mixed finance development
- ☐ Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- ☒ Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- ☐ Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- ☒ Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- ☒ Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- ☒ Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- ☒ Other (list below) Continue to explore application to HOPE VI or other funding sources that may be deemed appropriate upon further analysis.

**Strategy 2: Increase the number of affordable housing units by:**

Select all that apply

- ☐ Apply for additional section 8 units should they become available
- ☐ Leverage affordable housing resources in the community through the creation of mixed - finance housing
- ☐ Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- ☒ Other: (list below) Explore innovative approaches to promote affordable homeownership especially for Section 8 and Public Housing residents.

**Need: Specific Family Types: Families at or below 30% of median**

**Strategy 1: Target available assistance to families at or below 30 % of AMI**

Select all that apply

- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- ☐ Employ admissions preferences aimed at families with economic hardships
- ☒ Adopt rent policies to support and encourage work
- ☐ Other: (list below)

**Need: Specific Family Types: Families at or below 50% of median**

**Strategy 1: Target available assistance to families at or below 50% of AMI**

Select all that apply

- ☒ Employ admissions preferences aimed at families who are working
- ☒ Adopt rent policies to support and encourage work
- ☐ Other: (list below)

**Need: Specific Family Types: The Elderly**

**Strategy 1: Target available assistance to the elderly:**

Select all that apply

- ☐ Seek designation of public housing for the elderly
- ☒ Apply for special-purpose vouchers targeted to the elderly, should they become available
- ☐ Other: (list below)

**Need: Specific Family Types: Families with Disabilities**

**Strategy 1: Target available assistance to Families with Disabilities:**

Select all that apply

- ☐ Seek designation of public housing for families with disabilities
- ☐ Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- ☒ Apply for special-purpose vouchers targeted to families with disabilities, should they become available



- ☐ Affirmatively market to local non-profit agencies that assist families with disabilities
- ☐ Other: (list below)

**Need: Specific Family Types: Races or ethnicities with disproportionate housing needs**

**Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:**

Select if applicable

- ☒ Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- ☐ Other: (list below)

**Strategy 2: Conduct activities to affirmatively further fair housing**

Select all that apply

- ☒ Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- ☒ Market the section 8 program to owners outside of areas of poverty /minority concentrations
- ☐ Other: (list below)

**Other Housing Needs & Strategies: (list needs and strategies below)**

**(2) Reasons for Selecting Strategies**

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- ☒ Funding constraints
- ☒ Staffing constraints
- ☒ Limited availability of sites for assisted housing
- ☐ Extent to which particular housing needs are met by other organizations in the community
- ☒ Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- ☐ Influence of the housing market on PHA programs
- ☒ Community priorities regarding housing assistance
- ☐ Results of consultation with local or state government
- ☒ Results of consultation with residents and the Resident Advisory Board. This first draft may be expected to be modified upon review of comments by residents either in significantly substantive approaches or in implementation intensity.
- ☐ Results of consultation with advocacy groups

☐ Other: (list below)

## **2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Figures in this draft of the plan are based on known 1999 figures or recommended HUD figures such as that regarding the Capital Fund.

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2000 grants)</b>		
a) Public Housing Operating Fund	\$674,800 for 9/30/2000	
b) Public Housing Capital Fund	\$912,900	
c) HOPE VI Revitalization	Unknown	
d) HOPE VI Demolition	Unknown	
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$988,464 as per FYE 9/30/1999 Audit	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	\$98,973	
g) Resident Opportunity and Self-Sufficiency Grants	NA	
h) Community Development Block Grant	NA	
i) HOME	NA	
Other Federal Grants (list below)	\$36,570 via Social Services Block Grant received through state and county	Used to provide services for senior & disabled population at public housing authority.
	\$20,000 via Peer Group funding received through state & county	Used to provide services for senior & disabled population at public housing authority.
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
Comp Grant 1998	Anticipated obligation prior to year end	
Comp Grant 1999	Estimate \$500,000 unobligated at year end.	Modernization Work
<b>3. Public Housing Dwelling Rental Income</b>	\$1,244,970 projected for FYE 9/30/2000	For operating expenses
<b>Other income</b> (list below)		
Investment income	\$45,630; FYE 9/30/2K	For operating expenses
Excess Utilities	\$39,369; FYE 9/30/2K	Offset utility subsidy
Nondwelling Rent	\$13,800; FYE 9/30/2K	Operating expenses
Other	\$7,802; FYE 9/30/2K	Operating expenses
<b>4. Non-federal sources</b> (list below)		
<b>Total resources</b>	\$4,583,278 estimated	

### **3. PHA Policies Governing Eligibility, Selection, and Admissions**

[24 CFR Part 903.7 9 (c)]

#### **A. Public Housing**

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

##### **(1) Eligibility**

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

- ☐ When families are within a certain number of being offered a unit: (state number)
- ☐ When families are within a certain time of being offered a unit: (state time)
- ☒ Other: (describe) Applicants are initially notified of their eligibility based on their income and subsequent to checks on their criminal record. As the date of placement approaches for them, a further check of their landlord history and credit is completed, and if appropriate (such as when a long time has elapsed), an update on their criminal history may be performed.

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- ☒ Criminal or Drug-related activity
- ☒ Rental history

- ☐ Housekeeping  
☒ Other (describe) The Authority checks their landlord and credit history. Sometimes applicants may be rejected due to being evicted for prior housekeeping violations from another landlord or assisted housing program.

- c. ☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?  
d. ☒ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?  
e. ☒ Yes ☐ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)  
The Authority uses the State Police's Bureau of Identification to run criminal checks. In the event that they turn up anything that's out of state, we process finger print cards through the local police department at the Authority's expense which are forwarded to the SBI for what we believe are NCIC checks.

## **(2)Waiting List Organization**

- a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- ☐ Community-wide list  
☐ Sub-jurisdictional lists  
☒ Site-based waiting lists  
☐ Other (describe)

- b. Where may interested persons apply for admission to public housing?

- ☒ PHA main administrative office  
☐ PHA development site management office  
☐ Other (list below)

- c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year?

2. ☒ Yes ☐ No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?

If yes, how many lists? 9 project sites and applicants may be on as many lists as they choose, providing they are eligible (ie., a family may not be eligible for a senior site.)

3. ☒ Yes ☐ No: May families be on more than one list simultaneously  
If yes, how many lists? There are three (3) family sites.

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- ☒ PHA main administrative office  
☐ All PHA development management offices  
☐ Management offices at developments with site-based waiting lists  
☐ At the development to which they would like to apply  
☐ Other (list below)

### **(3) Assignment**

- a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- ☒ One From the site offered and rejected only.  
☐ Two  
☐ Three or More

- b. ☒ Yes ☐ No: Is this policy consistent across all waiting list types?

- c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

### **(4) Admissions Preferences**

- a. Income targeting:

- ☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income? The Authority's policy is to reduce the concentrations of poverty in these complexes. However, it is quite likely that more than 40% of the placements in a given year may actually be placed in these units due to the need to fill the unit even if a higher income person is unavailable for placement.

- b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

- ☒ Emergencies

- ☐ Overhoused
- ☒ Underhoused
- ☐ Medical justification
- ☒ Administrative reasons determined by the PHA (e.g., to permit modernization work)
- ☐ Resident choice: (state circumstances below)
- ☐ Other: (list below)

c. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If “no” is selected, skip to subsection **(5) Occupancy**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- ☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☒ Victims of domestic violence
- ☐ Substandard housing
- ☐ Homelessness
- ☐ High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- ☒ Working families and those unable to work because of age or disability
- ☒ Veterans and veterans' families
- ☒ Residents who live and/or work in the jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☒ Other preference(s) (list below) (1) handicapped, and (2) persons who are victims of domestic violence and who are in programs to assist them in dealing with the issues involved with domestic violence.

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an

absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

#### Date and Time

#### Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 1 Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden

#### Other preferences (select all that apply)

- ☒ Working families and those unable to work because of age or disability: Working families receive 3 points; those unable to work receive 1 point.
- ☒ Veterans and veterans’ families: 1 point
- ☒ Residents who live and/or work in the jurisdiction: 1 point
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☒ Other preference(s) (list below): 1 for handicap; 5 points for persons who have been victims of domestic violence and who are in a program to deal with the issues resulting from that experience.

#### 4. Relationship of preferences to income targeting requirements:

- ☐ The PHA applies preferences within income tiers
- ☒ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

### **(5) Occupancy**

#### a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- ☒ The PHA-resident lease
- ☒ The PHA’s Admissions and (Continued) Occupancy policy
- ☒ PHA briefing seminars or written materials
- ☐ Other source (list)

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- ☐ At an annual reexamination and lease renewal
- ☐ Any time family composition changes
- ☐ At family request for revision
- ☐ Other (list)

#### **(6) Deconcentration and Income Mixing**

**[PIH 99-51 notes that the questions in this section are incompatible with the final rule and may be ignored. Future versions of the template are anticipated to include appropriate questions.]**

a. ☐ Yes ☐ No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b. ☐ Yes ☐ No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

- ☐ Adoption of site-based waiting lists  
If selected, list targeted developments below:
- ☐ Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments  
If selected, list targeted developments below:
- ☐ Employing new admission preferences at targeted developments  
If selected, list targeted developments below:
- ☐ Other (list policies and developments targeted below)

d. ☐ Yes ☐ No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

- ☐ Additional affirmative marketing



- ☐ Actions to improve the marketability of certain developments
- ☐ Adoption or adjustment of ceiling rents for certain developments
- ☐ Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- ☐ Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)

- ☐ Not applicable: results of analysis did not indicate a need for such efforts
- ☐ List (any applicable) developments below:

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

- ☐ Not applicable: results of analysis did not indicate a need for such efforts
- ☐ List (any applicable) developments below:

## B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.

**Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

### (1) Eligibility

a. What is the extent of screening conducted by the PHA? (select all that apply)

- ☒ Criminal or drug-related activity only to the extent required by law or regulation
- ☐ Criminal and drug-related activity, more extensively than required by law or regulation
- ☐ More general screening than criminal and drug-related activity (list factors below)
- ☐ Other (list below)

b. ☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

c. ☒ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

d. ☒ Yes ☐ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)  
The procedure followed is identical to the public housing program screening process. However, the Section 8 waiting list is currently closed.

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

- ☒ Criminal or drug-related activity. If the applicant is not eligible, there is no need.
- ☒ Other (describe below): The staff will share information upon request from the landlord. It remains the landlords responsibility however, to conduct their own screening.

## **(2) Waiting List Organization**

a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)

- ☒ None
- ☐ Federal public housing
- ☐ Federal moderate rehabilitation
- ☐ Federal project-based certificate program
- ☐ Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)

- ☐ PHA main administrative office
- ☒ Other (list below) At the Section 8 Office at 75 N. Pearl Street.

## **(3) Search Time**

a. ☒ Yes ☐ No: Does the PHA give extensions on standard 60-day period to search for a unit? Providing their is reasonable cause.

If yes, state circumstances below:

## **(4) Admissions Preferences**

a. Income targeting

☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

1. ☐ Yes ☒ No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- ☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☐ Victims of domestic violence
- ☐ Substandard housing
- ☐ Homelessness
- ☐ High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in your jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

Date and Time

Former Federal preferences

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families

- ☐ Residents who live and/or work in your jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- ☐ Date and time of application
- ☐ Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for “residents who live and/or work in the jurisdiction” (select one)

- ☐ This preference has previously been reviewed and approved by HUD
- ☐ The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- ☐ The PHA applies preferences within income tiers
- ☐ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

#### **(5) Special Purpose Section 8 Assistance Programs**

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

- ☐ The Section 8 Administrative Plan
- ☐ Briefing sessions and written materials
- ☒ Other (list below) The Authority has no special purpose Section 8 Assistance Programs at the current time.

b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

- ☐ Through published notices
- ☐ Other (list below)

#### **4. PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (d)]

## A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

### (1) Income Based Rent Policies

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

- ☐ The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

- ☒ The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0  
☐ \$1-\$25  
☒ \$26-\$50

2. ☐ Yes ☒ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

c. Rents set at less than 30% than adjusted income

1. ☒ Yes ☐ No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below: ? The Authority allows residents to choose to pay a flat

rent which may be less than 30% of their adjusted income and the Authority has set ceiling rents which are lower than 30% of adjusted income for some families.

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

- ☒ For the earned income of a previously unemployed household member
- ☐ For increases in earned income
- ☐ Fixed amount (other than general rent-setting policy)  
If yes, state amount/s and circumstances below:
- ☐ Fixed percentage (other than general rent-setting policy)  
If yes, state percentage/s and circumstances below:
- ☐ For household heads
- ☐ For other family members
- ☐ For transportation expenses
- ☐ For the non-reimbursed medical expenses of non-disabled or non-elderly families
- ☐ Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

- ☒ Yes for all developments
- ☐ Yes but only for some developments
- ☐ No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

- ☒ For all developments
- ☐ For all general occupancy developments (not elderly or disabled or elderly only)
- ☐ For specified general occupancy developments
- ☐ For certain parts of developments; e.g., the high-rise portion
- ☐ For certain size units; e.g., larger bedroom sizes
- ☐ Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- ☐ Market comparability study

- ☐ Fair market rents (FMR)
- ☐ 95<sup>th</sup> percentile rents
- ☐ 75 percent of operating costs
- ☐ 100 percent of operating costs for general occupancy (family) developments
- ☐ Operating costs plus debt service
- ☐ The "rental value" of the unit
- ☒ Other (list below): Ceiling rents are set at \$100 above the flat rent for each apartment. The flat rents are set at approximately 100% of the per unit cost for all units and adjusted upwards to reflect the increase in size or the rental market of the area in which the apartment is located. In all cases, the ceiling rent is significantly lower than the fair market rents.

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- ☐ Never
- ☐ At family option
- ☒ Any time the family experiences an income increase
- ☐ Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)\_\_\_\_\_
- ☒ Other (list below): Obviously families paying a flat rent or whose household income has exceeded the ceiling rent, no adjustment is necessary.

g. ☐ Yes ☒ No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

**(2) Flat Rents**

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- ☒ The section 8 rent reasonableness study of comparable housing
- ☐ Survey of rents listed in local newspaper
- ☐ Survey of similar unassisted units in the neighborhood
- ☒ Other (list/describe below): The flat rents were set at approximately 100% of the per unit cost for all housing and adjusted to reflect the increased size of the unit and the market conditions of the neighborhoods in which the units these apartments are located. It is important to note that the community is one of only six square miles and about 19,000

people, so wide variations are generally not warranted and therefore the variations are in fact modest.

## B. Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

### (1) Payment Standards

Describe the voucher payment standards and policies.

a. What is the PHA's payment standard? (select the category that best describes your standard)

- ☐ At or above 90% but below 100% of FMR
- ☒ 100% of FMR
- ☐ Above 100% but at or below 110% of FMR
- ☐ Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- ☐ FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☐ The PHA has chosen to serve additional families by lowering the payment standard
- ☐ Reflects market or submarket
- ☐ Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- ☐ FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☐ Reflects market or submarket
- ☐ To increase housing options for families
- ☐ Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

- ☒ Annually
- ☐ Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)



- ☐ Success rates of assisted families
- ☐ Rent burdens of assisted families
- ☒ Other (list below): The Authority believes the FMRs are adequate for participants to rent in virtually any neighborhood in the community. If experience shows that families are unable to find affordable housing in higher income census tracts, the Authority will consider raising the payment standard.

## **(2) Minimum Rent**

a. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0
- ☐ \$1-\$25
- ☒ \$26-\$50

b. ☐ Yes ☒ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

## **5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

### **A. PHA Management Structure**

Describe the PHA's management structure and organization.

(select one)

- ☐ An organization chart showing the PHA's management structure and organization is attached.
- ☐ A brief description of the management structure and organization of the PHA follows:

### **B. HUD Programs Under PHA Management**

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing		
Section 8 Vouchers		
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section		

8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		

### C. Management and Maintenance Policies

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

(1) Public Housing Maintenance and Management: (list below)

(2) Section 8 Management: (list below)

## **6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

However, the Public Housing Grievance Procedures are included in the list of documents available for public review and the policies regarding Section 8 procedures are including in the Administrative Plan which is also available for review.

### **A. Public Housing**

1. ☐ Yes ☐ No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

☐ PHA main administrative office

- ☐ PHA development management offices  
☐ Other (list below)

## **B. Section 8 Tenant-Based Assistance**

1. ☐ Yes ☐ No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)
- ☐ PHA main administrative office  
☐ Other (list below)

## **7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

### **A. Capital Fund Activities**

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

#### **(1) Capital Fund Program Annual Statement**

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

- ☐ The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name)

-or-

- ☒ The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

## **Component 7**

**Capital Fund Program Annual Statement  
Parts I, II, and III**

**Annual Statement**

**Capital Fund Program (CFP) Part I: Summary**

Capital Fund Grant Number 2000 FFY of Grant Approval: (07/2000)

☒ Original Annual Statement **1<sup>st</sup> Draft**

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	\$0
2	1406 Operations	\$91,290
3	1408 Management Improvements	\$40,000
4	1410 Administration	\$91,290
5	1411 Audit	0
6	1415 Liquidated Damages	0
7	1430 Fees and Costs	\$53,880
8	1440 Site Acquisition	0
9	1450 Site Improvement	\$139,925
10	1460 Dwelling Structures	\$496,515
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	<b>\$912,900</b>
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

**Annual Statement**

**Capital Fund Program (CFP) Part II: Supporting Table**

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
ALL	OPERATIONS	1406	\$91,290
ALL	ADMINISTRATION	1410	\$91,290
ALL	FEES & COSTS	1430	\$53,880
ALL	MANAGEMENT IMPROVEMENTS	1408	
	COMPUTER UPGRADES	1408	\$10,000
	OFFICE EQUIPMENT	1408	\$2,500
	SECURITY EQUIPMENT	1408	\$2,500
	PHDEP AFTER SCHOOL PROGRAM	1408	\$20,000
	MAINTENANCE EQUIPMENT	1408	\$5,000
NJ049-1	GFI/ELECTRICAL UPGRADE	1460	\$70,000
MAPLEWOOD	SIDEWALK/FENCING	1450	\$35,000
GARDENS	APARTMENT UPGRADES	1460	\$20,000
	TREE MAINTENANCE	1450	\$5,000
	HEATING SYSTEM UPGRADE	1450	9,925
NJ049-2	APARTMENT UPGRADES	1460	\$35,000
MILL STREET	SIDEWALK/FENCING	1450	\$25,000
RAMBLEWOOD	SITE WORK/FENCING	1450	\$15,000
	APARTMENT UPGRADES	1460	\$10,000
NJ049-3	SIDEWALKS & STEPS	1450	\$25,000
OAKVIEW I	APARTMENT UPGRADES	1460	\$5,000
	TREE MAINTENANCE	1450	\$5,000
	WINDOW REPLACEMENT	1460	45,075
NJ049-4	SIDEWALK & STEPS	1450	\$15,000
OAKVIEW II	APARTMENT UPGRADES	1460	\$5,000
	TREE MAINTENANCE	1450	\$5,000
	WINDOW REPLACEMENT	1460	25,000
COHANSEY	WASHER/DRYER HOOKUPS	1460	\$80,000
VIEW	APARTMENT UPGRADES	1460	\$15,000
NJ049-5			
SENIOR CITIZEN	WINDOW REPLACEMENT	1460	\$155,000
HIGH RISE	COMMON AREA UPGRADES	1460	11,915
NJ049-6, PINE ST	APARTMENT UPGRADES	1460	\$9,800
NJ049-6,	APARTMENT UPGRADES	1460	\$9,800
OVERLOOK			

NJ049-6, DARE AVENUE	APARTMENT UPGRADES	1460	\$9,925
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### Annual Statement

**Capital Fund Program (CFP) Part III: Implementation Schedule** In general, the Housing Authority expects all funds to be obligated within the recommended 18 month period and spent within three years. Although the Authority knows of no reason to anticipate any delays at this time, if such delays occur the Authority will bring them to the attention of the residents as well as the Board of Commissioners.

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
NJ049-1, MAPLEWOOD GARDENS	3/31/2001	9/30/2003
NJ049-2 MILL STREET	3/31/2001	9/30/2003
NJ049-2 RAMBLEWOOD	3/31/2001	9/30/2003
NJ049-3 OAKVIEW I	3/31/2001	9/30/2003
NJO49-4 OAKVIEW II	3/31/2001	9/30/2003
NJ049-4 COHANSEY VIEW	3/31/2001	9/30/2003
NJ049-5 SENIOR CITIZEN HIGH RISE	3/31/2001	9/30/2003
NJ049-6, DARE AVENUE	3/31/2001	9/30/2003
NJ049-6 OVERLOOK	3/31/2001	9/30/2003
NJ049-6 PINE STREET MANAGEMENT IMPROVEMENTS	3/31/2001	9/30/2003

## **(2) Optional 5-Year Action Plan**

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

a. ☐ Yes ☐ No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)

b. If yes to question a, select one:

☐ The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name)

-or-

☒ The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

## **Optional Table for 5-Year Action Plan for Capital Fund (Component 7)**

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
NJ049-1	MAPLEWOOD GARDENS APARTMENTS	4 AS OF 12/19/2000	4% AS OF 12/19/2000
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
INSTALL SMOKE DETECTORS		\$30,000	10/01/2001
INSTALL GFT's		\$30,000	10/01/2001
GENERAL RENOVATIONS		\$25,000	10/01/2001
TREE MAINTENANCE		\$5,000	10/01/2001
REPLACE ROOFING		\$160,000	10/01/2002
CRAWL SPACE VENTILATION		\$20,000	10/01/2002
SITE IMPROVEMENTS		\$159,004	10/01/2003
COMMUNITY ROOM		75,000	10/01/2004
Total estimated cost over next 5 years		\$504,004	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
NJ049-2	MILL STREET (AKA IVY GLEN APARTMENTS)	1 AS OF 2/19/2000	2%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
GENERAL RENOVATIONS			\$20,000	2001
TREE MAINTENANCE			\$5,000	2001
PAINT APARTMENTS			\$40,000	2002
SITE IMPROVEMENTS			\$20,000	2002
AREA IMPROVEMENTS			\$100,000	2003
ROOT/EXTERIORS			\$90,000	2004
Total estimated cost over next 5 years			275,000	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
NJ049-2	RAMBLEWOOD APARTMENTS	0	0%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
APARTMENT UPGRADES			\$25,000	2001
TREE MAINTENANCE			\$5,000	2001
SIDEWALKS			\$10,000	2002
HOT WATER CONTROLS			\$30,000	2002
PAINT APARTMENTS			\$10,000	2002
APARTMENT UPGRADES			\$5,000	2003
Total estimated cost over next 5 years			\$85,000	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
NJ049-3	OAKVIEW I	1	2%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
SMOKE DETECTORS			\$5,000	2001
WINDOW REPLACEMENT			\$35,000	2001
TREE MAINTENANCE			\$5,000	2002
UNDERGROUND HEAT PIPES			\$125,000	2003
AREA IMPROVEMENTS			\$25,000	2004
LAUNDRY/COMMUNITY ROOM			\$50,000	2004
APARTMENT UPGRADES			\$21,250	2001



APARTMENT UPGRADES	\$21,250	2002
APARTMENT UPGRADES	\$21,250	2003
APARTMENT UPGRADES	\$21,250	2004
Total estimated cost over next 5 years	\$330,000	

. Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
NJ049-4	OAKVIEW II	3 AS OF 2/19/2000	7.8%
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
WINDOW REPLACEMENT		\$19,561	2001
INSTALL SMOKE DETECTORS		\$37,500	2001
TREE MAINTENANCE		\$5,000	2001
APARTMENT UPGRADES		\$5,000	2002
AREA IMPROVEMENTS		\$25,000	2003
SITE IMPROVEMENTS		\$25,000	2004
Total estimated cost over next 5 years		\$117,061	

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
NJ049-4	COHANSEY VIEW APARTMENTS	3 AS OF 2/19/2000	4.8%
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
INSTALL SMOKE DETECTORS		\$37,500	2001
INSTALL GFIs		\$49,004	2001
LANDSCAPING UPGRADES		\$40,000	2001
TREE MAINTENANCE		\$5,000	2001
HANDRAILS		\$5,000	2001
SITE IMPROVEMENTS		\$15,000	2002
AREA IMPROVEMENTS		\$100,000	2003
APARTMENT UPGRADES		\$50,000	2004
Total estimated cost over next 5 years		\$301,504	

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
NJ049-5	SENIOR CITIZEN HIGH RISE	4 AS OF 2/19/2000	4%
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)

FENCING/SITE WORK		\$10,000	2001
TREE MAINTENANCE		\$5,000	2001
COMMON AREA UPGRADES		\$46,562	2002
APARTMENT UPGRADES		\$5,000	2002
APARTMENT UPGRADES		\$5,000	2003
NEW ROOF		\$100,000	2004
Total estimated cost over next 5 years		\$125,000	
Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
NJ049-6	OVERLOOK	0 AS OF 2/19/2000	0% VACANT
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
FENCING/SITE WORK		\$15,000	2001
TREE MAINTENANCE		\$5,000	2001
SITE IMPROVEMENTS		\$20,000	2002
APARTMENT UPGRADES		\$10,521	2003
APARTMENT UPGRADES		\$10,521	2004
Total estimated cost over next 5 years		\$61,042	

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
NJ049-6	DARE AVENUE	0	0%
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
FENCING /SITE WORK		\$20,000	2001
TREE MAINTENANCE		\$5,000	2001
SITE IMPROVEMENTS		\$20,000	2002
APARTMENT UPGRADES		\$10,521	2003
ROOF EXTERIORS		\$45,521	2004
Total estimated cost over next 5 years		\$101,042	

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
NJ49-6	PINE STREET	0	0%
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
SEE PAGE 30 FOR CURRENT YEAR DESCRIPTION		\$40,000	2000

APARTMENT UPGRADES	\$10,000	2001
FENCING/SITE WORK	\$5,000	2001
TREE MAINTENANCE	\$5,000	2001
SITE IMPROVEMENTS	\$10,000	2002
ROOF/EXTERIORS	\$25,520	2003
APARTMENT UPGRADES	\$25,520	2004
Total estimated cost over next 5 years	\$81,040	

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
ALL	MANAGEMENT IMPROVEMENTS	NA	NA
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
VEHICLES		\$50,000	2001
VEHICLES		\$35,000	2002
VEHICLES		\$50,000	2003
VEHICLES		\$50,000	2004
MAINTENANCE EQUIPMENT		\$25,000	2001
MAINTENANCE EQUIPMENT		\$14,004	2002
MAINTENANCE EQUIPMENT		\$25,000	2003
MAINTENANCE EQUIPMENT		\$25,000	2004
COMPUTER UPGRADES		\$15,000	2001
COMPUTER UPGRADES		\$10,000	2002
COMPUTER UPGRADES		\$15,000	2003
COMPUTER UPGRADES		\$15,000	2004
OFFICE EQUIPMENT		\$10,000	2001
OFFICE EQUIPMENT		\$5,000	2002
OFFICE EQUIPMENT		\$10,000	2003
OFFICE EQUIPMENT		\$10,000	2004
TRAINING		\$10,000	2001
TRAINING		\$5,000	2002
TRAINING		\$10,000	2003
TRAINING		\$10,000	2004
ASBESTOS MANAGEMENT		\$39,601	2001
ASBESTOS MANAGEMENT		\$39,601	2002
ASBESTOS MANAGEMENT		\$39,601	2003
ASBESTOS MANAGEMENT		\$33,605	2004
SECURITY UPGRADES		\$30,000	2001
SECURITY UPGRADES		\$30,000	2002
SECURITY UPGRADES		\$30,000	2003
SECURITY UPGRADES		\$30,000	2004
Total estimated cost over next 5 years		\$711,412	

## B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

- ☐ Yes ☒ No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
- b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)
  - ☐ Revitalization Plan under development
  - ☐ Revitalization Plan submitted, pending approval
  - ☐ Revitalization Plan approved
  - ☐ Activities pursuant to an approved Revitalization Plan underway

- ☒ Yes ☐ No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?
- If yes, list development name/s below:

- ☐ Yes ☒ No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?
- If yes, list developments or activities below: However, as work on the HOPE VI application evolves, a mixed-finance development activity could become part of the overall effort to revitalize the neighborhood(s) in which Authority apartments are located.

- ☐ Yes ☒ No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?
- If yes, list developments or activities below:

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. ☐ Yes ☒ No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.): The Authority will be seeking a HOPE VI grant in the plan year which may include demolition, but only after residents and the community at large is fully informed and supports such an effort.

## 2. Activity Description

- ☐ Yes ☒ No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.)

Demolition/Disposition Activity Description
1a. Development name: Undetermined.
1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>
5. Number of units affected:
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:

## **9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities**

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1. ☐ Yes ☐ No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

Designation of Public Housing Activity Description
1a. Development name:
1b. Development (project) number:
2. Designation type: Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA’s Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected:
7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

## **10. Conversion of Public Housing to Tenant-Based Assistance**

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section. High Performing Housing Authorities are not required to complete this section pursuant to Notice PIH 99-51.

**A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act**

1. ☐ Yes ☐ No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.

Conversion of Public Housing Activity Description
1a. Development name: 1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved:

- ☐ Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:     )
- ☐ Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved:     )
- ☐ Requirements no longer applicable: vacancy rates are less than 10 percent
- ☐ Requirements no longer applicable: site now has less than 300 units
- ☐ Other: (describe below)

#### **B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937**

#### **C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937**

### **11. Homeownership Programs Administered by the PHA**

[24 CFR Part 903.7 9 (k)]

#### **A. Public Housing**

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A. High Performing Housing Authorities are not required to complete this section pursuant to Notice PIH 99-51.

1. ☐ Yes ☐ No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

#### 2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)



Public Housing Homeownership Activity Description (Complete one for each development affected)	
1a. Development name: 1b. Development (project) number:	
2. Federal Program authority: <input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)	
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application	
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)	
5. Number of units affected: 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development	

## B. Section 8 Tenant Based Assistance

1. ☐ Yes ☐ No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If "No", skip to component 12; if "yes", describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

### 2. Program Description:

#### a. Size of Program

- ☐ Yes ☐ No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- ☐ 25 or fewer participants

- ☐ 26 - 50 participants
- ☐ 51 to 100 participants
- ☐ more than 100 participants

b. PHA-established eligibility criteria

- ☐ Yes ☐ No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?  
If yes, list criteria below:

## **12. PHA Community Service and Self-sufficiency Programs**

[24 CFR Part 903.7 9 (l)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C.

### **A. PHA Coordination with the Welfare (TANF) Agency**

1. Cooperative agreements:

- ☐ Yes ☐ No: Has the PHA entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? DD/MM/YY

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

- ☐ Client referrals
- ☐ Information sharing regarding mutual clients (for rent determinations and otherwise)
- ☐ Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- ☐ Jointly administer programs
- ☐ Partner to administer a HUD Welfare-to-Work voucher program
- ☐ Joint administration of other demonstration program
- ☐ Other (describe)

### **B. Services and programs offered to residents and participants**

#### **(1) General**

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas?  
(select all that apply)

- ☐ Public housing rent determination policies
- ☐ Public housing admissions policies
- ☐ Section 8 admissions policies
- ☐ Preference in admission to section 8 for certain public housing families
- ☐ Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- ☐ Preference/eligibility for public housing homeownership option participation
- ☐ Preference/eligibility for section 8 homeownership option participation
- ☐ Other policies (list below)

b. Economic and Social self-sufficiency programs

- ☐ Yes ☐ No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table; if “no” skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use. )

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)

**(2) Family Self Sufficiency program/s**

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		

Section 8		

- b. ☐ Yes ☐ No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?  
If no, list steps the PHA will take below:

### C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)
- ☐ Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
  - ☐ Informing residents of new policy on admission and reexamination
  - ☐ Actively notifying residents of new policy at times in addition to admission and reexamination.
  - ☐ Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
  - ☐ Establishing a protocol for exchange of information with all appropriate TANF agencies
  - ☐ Other: (list below)

### D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937

## 13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

### A. Need for measures to ensure the safety of public housing residents

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)
- ☐ High incidence of violent and/or drug-related crime in some or all of the PHA's developments

- ☐ High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- ☐ Residents fearful for their safety and/or the safety of their children
- ☐ Observed lower-level crime, vandalism and/or graffiti
- ☐ People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- ☐ Other (describe below)

2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).

- ☐ Safety and security survey of residents
- ☐ Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- ☐ Analysis of cost trends over time for repair of vandalism and removal of graffiti
- ☐ Resident reports
- ☐ PHA employee reports
- ☐ Police reports
- ☐ Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- ☐ Other (describe below)

3. Which developments are most affected? (list below)

**B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year**

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

- ☐ Contracting with outside and/or resident organizations for the provision of crime-and/or drug-prevention activities
- ☐ Crime Prevention Through Environmental Design
- ☐ Activities targeted to at-risk youth, adults, or seniors
- ☐ Volunteer Resident Patrol/Block Watchers Program
- ☐ Other (describe below)

2. Which developments are most affected? (list below)

**C. Coordination between PHA and the police**

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- ☐ Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
  - ☐ Police provide crime data to housing authority staff for analysis and action
  - ☐ Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
  - ☐ Police regularly testify in and otherwise support eviction cases
  - ☐ Police regularly meet with the PHA management and residents
  - ☐ Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
  - ☐ Other activities (list below)
2. Which developments are most affected? (list below)

#### **D. Additional information as required by PHDEP/PHDEP Plan**

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- ☒ Yes ☐ No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- ☐ Yes ☒ No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
- ☒ Yes ☐ No: This PHDEP Plan is an Attachment. (Attachment Filename: NJ049d1)

### **14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

[Inactive until final regulations are issued.]

### **15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

### **16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

1. ☒ Yes ☐ No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?  
(If no, skip to component 17.)
2. ☒ Yes ☐ No: Was the most recent fiscal audit submitted to HUD?
3. ☐ Yes ☒ No: Were there any findings as the result of that audit?

4. ☐ Yes ☐ No: If there were any findings, do any remain unresolved?  
If yes, how many unresolved findings remain?\_\_\_\_\_
5. ☐ Yes ☐ No: Have responses to any unresolved findings been submitted to HUD?  
If not, when are they due (state below)?

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component.  
High performing and small PHAs are not required to complete this component.

1. ☐ Yes ☐ No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock , including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
- ☐ Not applicable
  - ☐ Private management
  - ☐ Development-based accounting
  - ☐ Comprehensive stock assessment
  - ☐ Other: (list below)
3. ☐ Yes ☐ No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

### **A. Resident Advisory Board Recommendations**

1. ☒ Yes ☐ No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s? **Resident comments are included as attachment to this plan.**
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
- ☒ Attached at Attachment (File name) nj049b1
  - ☐ Provided below:
3. In what manner did the PHA address those comments? (select all that apply)

- ☒ Considered comments, but determined that no changes to the PHA Plan were necessary. See response to residents in letter included in attachments as nj049c1.
- ☐ The PHA changed portions of the PHA Plan in response to comments  
List changes below:
- ☒ Other: (list below): The Authority has made administrative changes as a result of the residents comments including (a) better management of the use of the Cohansey View Community Room and (b) baseline data of the location of Section 8 participants by census tract and poverty levels therein.

## **B. Description of Election process for Residents on the PHA Board**

1. ☐ Yes ☒ No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2. ☐ Yes ☒ No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.) The resident who serves on the PHA Board of Commissioners was appointed by City Council consistent with New Jersey law.

### **3. Description of Resident Election Process**

#### **a. Nomination of candidates for place on the ballot: (select all that apply)**

- ☐ Candidates were nominated by resident and assisted family organizations
- ☐ Candidates could be nominated by any adult recipient of PHA assistance
- ☐ Self-nomination: Candidates registered with the PHA and requested a place on ballot
- ☐ Other: (describe)

#### **b. Eligible candidates: (select one)**

- ☐ Any recipient of PHA assistance
- ☐ Any head of household receiving PHA assistance
- ☐ Any adult recipient of PHA assistance
- ☐ Any adult member of a resident or assisted family organization
- ☐ Other (list)

#### **c. Eligible voters: (select all that apply)**

- ☐ All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)



- ☐ Representatives of all PHA resident and assisted family organizations
- ☐ Other (list)

### **C. Statement of Consistency with the Consolidated Plan**

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: (provide name here)
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)
  - ☒ The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
  - ☒ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
  - ☒ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
  - ☒ Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below): The Authority is working hand-in-hand with City officials on planning for a HOPE VI application. Such an application is likely to address, either directly, or as a spinoff, many of the goals of the plan including, but not limited to, (1) increased homeownership opportunities, (2) construction of infill units, (3) housing counseling, (4) information and referral, (5) neighborhood preservation improvements, (5) youth and recreation programs and (6) support for improvements to the central business district as housing authority apartments are adjacent to main streets leading to the downtown area.
  - ☐ Other: (list below)
4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below): City certification included in available documents.

### **D. Other Information Required by HUD**

Use this section to provide any additional information requested by HUD.

## **Attachments**

Use this section to provide any additional attachments referenced in the Plans.

a) Definition of “Substantial Deviation” and “Significant Amendment or Modification.” . The Resident Advisory Board may add to the criteria for these terms, but at a minimum they shall include the following HUD mandated considerations:

- Changes to rent or admissions policies or organization of the waiting list;
- Additions of non-emergency work items (items not included in the current Annual Statement or 5-Year Action Plan) or change in the use of replacement reserve funds under the Capital Fund;
- Additions of new activities not included in the current PHDEP Plan;
- And any change with regard to demolition or disposition, designation, homeownership programs or conversion activities.

b) The PHDEP plan shall also be submitted as an attachment to the Plan. The filename is nj049a1

c) A summary of residents comments on the 1999 residents survey with special attention to safety and neighborhood appearance issues. This information was requested to help identify different concerns at different apartment sites which was not discernible from the survey report. However, no further comments were forthcoming.

d) Residents written comments on the plan with comments by the Housing Authority. Included as an attached file, nj049b1.

e. Response to residents letter included as nj049c1.

f. Description of Community Service Implementation via attached file nj049d1.

## PHA Plan Table Library

### Component 7 Capital Fund Program Annual Statement Parts I, II, and III

#### Annual Statement

#### Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number 2000 FFY of Grant Approval: (07/2000)

☒ Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	\$0
2	1406 Operations	\$91,290
3	1408 Management Improvements	\$40,000
4	1410 Administration	\$91,290
5	1411 Audit	0
6	1415 Liquidated Damages	0
7	1430 Fees and Costs	\$53,880
8	1440 Site Acquisition	0
9	1450 Site Improvement	\$139,925
10	1460 Dwelling Structures	\$496,515
11	1465.1 Dwelling Equipment-Nonexpendable	

12	1470	Nondwelling Structures	
13	1475	Nondwelling Equipment	
14	1485	Demolition	
15	1490	Replacement Reserve	
16	1492	Moving to Work Demonstration	
17	1495.1	Relocation Costs	
18	1498	Mod Used for Development	
19	1502	Contingency	
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>		\$912,900
21	Amount of line 20 Related to LBP Activities		
22	Amount of line 20 Related to Section 504 Compliance		
23	Amount of line 20 Related to Security		
24	Amount of line 20 Related to Energy Conservation Measures		

### Annual Statement

### Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
ALL	OPERATIONS	1406	\$91,290
ALL	ADMINISTRATION	1410	\$91,290
ALL	FEES & COSTS	1430	\$53,880
ALL	MANAGEMENT IMPROVEMENTS	1408	

NJ049-1 MAPLEWOOD GARDENS	COMPUTER UPGRADES	1408	\$10,000
	OFFICE EQUIPMENT	1408	\$2,500
	SECURITY EQUIPMENT	1408	\$2,500
	PHDEP AFTER SCHOOL PROGRAM	1408	\$20,000
	MAINTENANCE EQUIPMENT	1408	\$5,000
	GFI/ELECTRICAL UPGRADE	1460	\$70,000
	SIDEWALK/FENCING	1450	\$35,000
	APARTMENT UPGRADES	1460	\$20,000
	TREE MAINTENANCE	1450	\$5,000
	HEATING SYSTEM UPGRADE	1450	9,925
NJ049-2 MILL STREET RAMBLEWOOD	APARTMENT UPGRADES	1460	\$35,000
	SIDEWALK/FENCING	1450	\$25,000
	SITE WORK/FENCING	1450	\$15,000
	APARTMENT UPGRADES	1460	\$10,000
NJ049-3 OAKVIEW I	SIDEWALKS & STEPS	1450	\$25,000
	APARTMENT UPGRADES	1460	\$5,000
	TREE MAINTENANCE	1450	\$5,000
	WINDOW REPLACEMENT	1460	45,075
NJ049-4 OAKVIEW II	SIDEWALK & STEPS	1450	\$15,000
	APARTMENT UPGRADES	1460	\$5,000
	TREE MAINTENANCE	1450	\$5,000
	WINDOW REPLACEMENT	1460	25,000
COHANSEY VIEW	WASHER/DRYER HOOKUPS	1460	\$80,000
	APARTMENT UPGRADES	1460	\$15,000
NJ049-5 SENIOR CITIZEN HIGH RISE			
	WINDOW REPLACEMENT	1460	\$155,000
	COMMON AREA UPGRADES	1460	11,915

**Table Library**

NJ049-6, PINE ST	APARTMENT UPGRADES	1460	\$9,800
NJ049-6, OVERLOOK	APARTMENT UPGRADES	1460	\$9,800
NJ049-6, DARE AVENUE	APARTMENT UPGRADES	1460	\$9,925

### Annual Statement

**Capital Fund Program (CFP) Part III: Implementation Schedule** In general, the Housing Authority expects all funds to be obligated within the recommended 18 month period and spent within three years. Although the Authority knows of no reason to anticipate any delays at this time, if such delays occur the Authority will bring them to the attention of the residents as well as the Board of Commissioners.

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
NJ049-1, MAPLEWOOD GARDENS	3/31/2001	9/30/2003
NJ049-2 MILL STREET	3/31/2001	9/30/2003
NJ049-2 RAMBLEWOOD	3/31/2001	9/30/2003
NJ049-3 OAKVIEW I	3/31/2001	9/30/2003

NJ049-4 OAKVIEW II	3/31/2001	9/30/2003
NJ049-4 COHANSEY VIEW	3/31/2001	9/30/2003
NJ049-5 SENIOR CITIZEN HIGH RISE	3/31/2001	9/30/2003
NJ049-6, DARE AVENUE	3/31/2001	9/30/2003
NJ049-6 OVERLOOK	3/31/2001	9/30/2003
NJ049-6 PINE STREET	3/31/2001	9/30/2003
MANAGEMENT IMPROVEMENTS	3/31/2001	9/30/2003

**(2) Optional 5-Year Action Plan**

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

a. ☐ Yes ☐ No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)

b. If yes to question a, select one:

☐ The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name  
-or-

☒ The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

**Table Library**

## Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
NJ049-1	MAPLEWOOD GARDENS APARTMENTS	4 AS OF 12/19/2000	4% AS OF 12/19/2000
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
INSTALL SMOKE DETECTORS		\$30,000	10/01/2001
INSTALL GFP's		\$30,000	10/01/2001
GENERAL RENOVATIONS		\$25,000	10/01/2001
TREE MAINTENANCE		\$5,000	10/01/2001
REPLACE ROOFING		\$160,000	10/01/2002
CRAWL SPACE VENTILATION		\$20,000	10/01/2002
SITE IMPROVEMENTS		\$159,004	10/01/2003
COMMUNITY ROOM		75,000	10/01/2004
Total estimated cost over next 5 years		\$504,004	

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
NJ049-2	MILL STREET (AKA IVY GLEN APARTMENTS)	1 AS OF 2/19/2000	2%



Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
GENERAL RENOVATIONS	\$20,000	2001
TREE MAINTENANCE	\$5,000	2001
PAINT APARTMENTS	\$40,000	2002
SITE IMPROVEMENTS	\$20,000	2002
AREA IMPROVEMENTS	\$100,000	2003
ROOT/EXTERIORS	\$90,000	2004
Total estimated cost over next 5 years	275,000	

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
NJ049-2	RAMBLEWOOD APARTMENTS	0	0%

Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
APARTMENT UPGRADES	\$25,000	2001
TREE MAINTENANCE	\$5,000	2001
SIDEWALKS	\$10,000	2002
HOT WATER CONTROLS	\$30,000	2002
PAINT APARTMENTS	\$10,000	2002
APARTMENT UPGRADES	\$5,000	2003
Total estimated cost over next 5 years	\$85,000	

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
NJ049-3	OAKVIEW I	1	2%

Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
SMOKE DETECTORS	\$5,000	2001
WINDOW REPLACEMENT	\$35,000	2001
TREE MAINTENANCE	\$5,000	2002
UNDERGROUND HEAT PIPES	\$125,000	2003
AREA IMPROVEMENTS	\$25,000	2004
LAUNDRY/COMMUNITY ROOM	\$50,000	2004
APARTMENT UPGRADES	\$21,250	2001
APARTMENT UPGRADES	\$21,250	2002
APARTMENT UPGRADES	\$21,250	2003
APARTMENT UPGRADES	\$21,250	2004
Total estimated cost over next 5 years	\$330,000	

.Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
NJ049-4	OAKVIEW II	3 AS OF 2/19/2000	7.8%
Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)	
WINDOW REPLACEMENT	\$19,561	2001	
INSTALL SMOKE DETECTORS	\$37,500	2001	
TREE MAINTENANCE	\$5,000	2001	
APARTMENT UPGRADES	\$5,000	2002	
AREA IMPROVEMENTS	\$25,000	2003	
SITE IMPROVEMENTS	\$25,000	2004	
Total estimated cost over next 5 years	\$117,061		

Optional 5-Year Action Plan Tables			
Development	Development Name	Number	% Vacancies

Number	(or indicate PHA wide)	Vacant Units	in Development	
NJ049-4	COHANSEY VIEW APARTMENTS	3 AS OF 2/19/2000	4.8%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
INSTALL SMOKE DETECTORS			\$37,500	2001
INSTALL GFIs			\$49,004	2001
LANDSCAPING UPGRADES			\$40,000	2001
TREE MAINTENANCE			\$5,000	2001
HANDRAILS			\$5,000	2001
SITE IMPROVEMENTS			\$15,000	2002
AREA IMPROVEMENTS			\$100,000	2003
APARTMENT UPGRADES			\$50,000	2004
Total estimated cost over next 5 years			\$301,504	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
NJ049-5	SENIOR CITIZEN HIGH RISE	4 AS OF 2/19/2000	4%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
FENCING/SITE WORK TREE MAINTENANCE COMMON AREA UPGRADES APARTMENT UPGRADES APARTMENT UPGRADES NEW ROOF			\$10,000	2001
			\$5,000	2001
			\$46,562	2002
			\$5,000	2002
			\$5,000	2003
			\$100,000	2004
Total estimated cost over next 5 years			\$125,000	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
NJ049-6	OVERLOOK	0 AS OF 2/19/2000	0% VACANT	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
FENCING/SITE WORK			\$15,000	2001
TREE MAINTENANCE			\$5,000	2001
SITE IMPROVEMENTS			\$20,000	2002
APARTMENT UPGRADES			\$10,521	2003
APARTMENT UPGRADES			\$10,521	2004
Total estimated cost over next 5 years			\$61,042	

.Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
NJ049-6	DARE AVENUE	0	0%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
FENCING /SITE WORK			\$20,000	2001
TREE MAINTENANCE			\$5,000	2001
SITE IMPROVEMENTS			\$20,000	2002
APARTMENT UPGRADES			\$10,521	2003
ROOF EXTERIORS			\$45,521	2004
Total estimated cost over next 5 years			\$101,042	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
NJ49-6	PINE STREET	0	0%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
SEE PAGE 30 FOR CURRENT YEAR DESCRIPTION			\$40,000	2000
APARTMENT UPGRADES			\$10,000	2001
FENCING/SITE WORK			\$5,000	2001
TREE MAINTENANCE			\$5,000	2001
SITE IMPROVEMENTS			\$10,000	2002
ROOF/EXTERIORS			\$25,520	2003
APARTMENT UPGRADES			\$25,520	2004
Total estimated cost over next 5 years			\$81,040	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
ALL	MANAGEMENT IMPROVEMENTS	NA	NA	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
VEHICLES			\$50,000	2001
VEHICLES			\$35,000	2002
VEHICLES			\$50,000	2003
VEHICLES			\$50,000	2004
MAINTENANCE EQUIPMENT			\$25,000	2001
MAINTENANCE EQUIPMENT			\$14,004	2002
MAINTENANCE EQUIPMENT			\$25,000	2003

MAINTENANCE EQUIPMENT	\$25,000	2004
COMPUTER UPGRADES	\$15,000	2001
COMPUTER UPGRADES	\$10,000	2002
COMPUTER UPGRADES	\$15,000	2003
COMPUTER UPGRADES	\$15,000	2004
OFFICE EQUIPMENT	\$10,000	2001
OFFICE EQUIPMENT	\$5,000	2002
OFFICE EQUIPMENT	\$10,000	2003
OFFICE EQUIPMENT	\$10,000	2004
TRAINING	\$10,000	2001
TRAINING	\$5,000	2002
TRAINING	\$10,000	2003
TRAINING	\$10,000	2004
ASBESTOS MANAGEMENT	\$39,601	2001
ASBESTOS MANAGEMENT	\$39,601	2002
ASBESTOS MANAGEMENT	\$39,601	2003
ASBESTOS MANAGEMENT	\$33,605	2004
SECURITY UPGRADES	\$30,000	2001
SECURITY UPGRADES	\$30,000	2002
SECURITY UPGRADES	\$30,000	2003
SECURITY UPGRADES	\$30,000	2004
Total estimated cost over next 5 years	\$711,412	

**Optional Public Housing Asset Management Table**

See Technical Guidance for instructions on the use of this table, including information to be provided.

Public Housing Asset Management								
Development Identification		Activity Description						
Name, Number, and Location	Number and Type of units	Capital Fund Program Parts II and III <i>Component 7a</i>	Development Activities <i>Component 7b</i>	Demolition / disposition <i>Component 8</i>	Designated housing <i>Component 9</i>	Conversion <i>Component 10</i>	Home-ownership <i>Component 11a</i>	Other (describe) <i>Component 17</i>





# Public Housing Drug Elimination Program Plan

**Note: THIS PHDEP Plan template (HUD 50075-PHDEP Plan) is to be completed in accordance with Instructions located in applicable PIH Notices.**

**[PIH 99-51 provides that the PHDEP should be submitted as an attachment to the plan.]**

## Annual PHDEP Plan Table of Contents:

1. General Information/History
2. PHDEP Plan Goals/Budget
3. Milestones
4. Certifications

## Section 1: General Information/History

**A. Amount of PHDEP Grant: \$103,150**

**B. Eligibility type (Indicate with an "x")** N1 \_\_\_\_\_ N2 \_\_\_\_\_ R **X**

**C. FFY in which funding is requested :2000**

### **D. Executive Summary of Annual PHDEP Plan**

In the space below, provide a brief overview of the PHDEP Plan, including highlights of major initiatives or activities undertaken. It may include a description of the expected outcomes. The summary must not be more than five (5) sentences long

The Authority proposes to continue its PHDEP similar to its program of recent years. The two major components of the program are (1) the reimbursement of the Bridgeton City Police Department for two full time police officers at an annual cost of \$93,900 and (2) the continuation of the after school drug prevention program at the largest family housing complex of 100 apartments at the Maplewood Gardens Community Center. The drug prevention program is modeled after the New Jersey Governor's Council Against Alcohol and Drug Abuse's "biopsychosocial model" which seeks to educate "at risk" youth regarding illegal substances, physical and medical consequences for their use, while providing positive alternatives. Unfortunately, the federal funding for the program was cut in 1999 from \$135,000 to \$103,150 this year leaving \$9,250 for the prevention program. However, we hope to allocate \$20,000 from the capital fund program for the prevention program unless other funding can be identified.

### **E. Target Areas**

Complete the following table by indicating each PHDEP Target Area (development or site where activities will be conducted), the total number of units in each PHDEP Target Area, and the total number of individuals expected to participate in PHDEP sponsored activities in each Target Area.

PHDEP Target Areas (Name of development(s) or site)	Total # of Units within the PHDEP Target Area(s)	Total Population to be Served within the PHDEP Target Area(s)
Maplewood Gardens Apartments, NJ049-1	100	265 as of 2/12/00
Mill Street (aka Ivy Glen Apartments; NJ049-2	36	148 as of 2/12/00
Cohansey View Apartments; NJ049-4	62 (50 family units)	166 as of 2/12/00

### **F. Duration of Program**

Indicate the duration (number of months funds will be required) of the PHDEP Program proposed under this Plan (place an "x" to indicate the length of program by # of months. For "Other", identify the # of months).

6 Months\_\_\_\_\_ 12 Months   X   18 Months\_\_\_\_\_ 24 Months\_\_\_\_\_ Other \_\_\_\_\_

**[Note: The program budget for this grant envisions funding a twelve month period, beginning at approximately the Spring of 2001. FY 1999 PHDEP funds should start to pay the reimbursement costs for the police department officers May 2000.]**

### G. PHDEP Program History

Indicate each FY that funding has been received under the PHDEP Program (place an “x” by each applicable Year) and provide amount of funding received. If previously funded programs have not been closed out at the time of this submission, indicate the fund balance and anticipated completion date. For grant extensions received, place “GE” in column or “W” for waivers.

Fiscal Year of Funding	PHDEP Funding Received	Grant #	Fund Balance as of Date of this Submission	Grant Extensions or Waivers	Anticipated Completion Date
FY 1995	\$225,000	NJ-39-DEP-049-0195	0		
FY 1996	\$225,000	NJ-39-DEP-049-0196	0		
FY 1997	\$135,000	NJ-39-DEP-049-0197	0	NA	
FY 1998	\$135,000	NJ-39-DEP-049-0198	0	NA	5/2000
FY 1999	\$98,973	NJ-39-DEP-049-0199			3/2001

## Section 2: PHDEP Plan Goals and Budget

### A. PHDEP Plan Summary

In the space below, summarize the PHDEP strategy to address the needs of the target population/target area(s). Your summary should briefly identify: the broad goals and objectives, the role of plan partners, and your system or process for monitoring and evaluating PHDEP-funded activities. This summary should not exceed 5-10 sentences.

**The Bridgeton Housing Authority will continue to seek to maintain a police presence via a contract for additional police services equivalent to two full time officers (above baseline police services mandated by the City-BHA Participation Agreement). These officers will combine a variety of techniques including driving patrol, bicycle patrol, walking patrol, camera surveillance, undercover surveillance, community policing techniques and participation in public meetings with residents to discuss ways to make the community safer. In addition, the Authority will provide an afterschool drug prevention program at the Maplewood Gardens Community Center using the biopsychosocial model, as developed by municipal alliances across the state and fostered by the Governor’s Council On Alcohol and Drug Abuse. Although funding limitations limit coordination with other faith based organizations that have previously assisted our efforts, the Authority will still maintain communication with these groups, and others, and advertise their programs through the Authority’s newsletters, and look for ways to develop better partnerships.**

## B. PHDEP Budget Summary

Enter the total amount of PHDEP funding allocated to each line item.

FY 2000 PHDEP Budget Summary	
Budget Line Item	Total Funding
9110 - Reimbursement of Law Enforcement	\$93,900
9120 - Security Personnel	
9130 - Employment of Investigators	
9140 - Voluntary Tenant Patrol	
9150 - Physical Improvements	
9160 - Drug Prevention	\$9,250*
9170 - Drug Intervention	
9180 - Drug Treatment	
9190 - Other Program Costs	Surveys**
<b>TOTAL PHDEP FUNDING</b>	<b>\$103,150</b>

\* The Drug Prevention Program will have receive additional funding either through the modernization program or the operating budget. The Comprehensive Grant Program, did permit modest expenditures for non-capital activities like the drug prevention program and an allocation of \$20,000 has been earmarked from the Capital Fund for this effort.

\*\* Last year, the U.S. Department of Housing & Urban Development mandated for the first time that the Housing Authorities contract with third party firms to survey the residents regarding their feelings of security. Although this effort has been criticized as being duplicative of the HUD sponsored Resident Satisfaction Survey, the Authority has no reason to believe that it will not be required to contract for these services again. Last year the cost was in excess of \$9,000. The Authority trusts that the cost may be reduced in the next year.

## C. PHDEP Plan Goals and Activities

In the tables below, provide information on the PHDEP strategy summarized above by budget line item. Each goal and objective should be numbered sequentially for each budget line item (where applicable). Use as many rows as necessary to list proposed activities (additional rows may be inserted in the tables). PHAs are not required to provide information in shaded boxes. Information provided must be concise—not to exceed two sentences in any column. Tables for line items in which the PHA has no planned goals or activities may be deleted.

9110 - Reimbursement of Law Enforcement \$93,900					Total PHDEP Funding: \$93,900 from total budget of 98,973		
Goal(s)	Reduce drug related crime, vandalism, climate of fear and intimidation.						
Objectives	Continue to arrest criminals and trespassers until number of “events” decline to less than city wide levels.						
Proposed Activities	# of Person s Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/ Source)	Performance Indicators
1. Reimburse City for Two full time police officers in addition to baseline services			5/2001	5/2002	\$93,900	NA	Contacts, arrests for major crimes, trespassers.
2.							
3.							

9160 - Drug Prevention \$29,250					Total PHDEP Funding: \$9,250 from total PHDEP anticipated budget of \$103,150.		
Goal(s)	To provide after school program for “at risk” youth.						
Objectives	To provide substance abuse education, tutoring, recreational/cultural activities, and one-on-one drug counseling when appropriate and possible.						
Proposed Activities	# of Person s Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
2 After school drug prevention activities..	15-25 “at risk” youth per day.	“At risk” youth at Maplewood Gardens Housing Complex.	1992. Funds used ASAP.	PHDEP funds will last about 13 weeks.	\$9,250	\$20,000 from modern- ization funds	Attendance and decline in vandalism and graffiti in complex area.

9190 - Other Program Costs\$5,000-\$9,500					Total PHDEP Funds: \$0.		
Goal(s)	Comply with HUD mandated survey of residents of security at housing complexes to be completed by third party firm.						
Objectives	To identify opportunities for program improvement and identify successes.						
Proposed Activities	# of Person s Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
3.Survey			9/2001	11/2001	0	PHA Budget	Completion and report forward to HUD.

### **Section 3: Expenditure/Obligation Milestones**

Indicate by Budget Line Item and the Proposed Activity (based on the information contained in Section 2 PHDEP Plan Budget and Goals), the % of funds that will be expended (at least 25% of the total grant award) and obligated (at least 50% of the total grant award) within 12 months of grant execution.

**[Note: Traditionally, PHAs submit their applications in early summer and have approvals for the grant at the beginning of the next federal fiscal year in October. Assuming that the 2000 PHDEP is under contract by October 2000, the obligation and expenditure figures as shown in the following table would seem to apply:**

Budget Line Item #	25% Expenditure of Total Grant Funds By Activity #	Total PHDEP Funding Expended (sum of the activities)	50% Obligation of Total Grant Funds by Activity #	Total PHDEP Funding Obligated (sum of the activities)
<i>e.g Budget Line Item # 9120</i>	<i>Activities 1, 2,</i>		<i>Activity 1, 2</i>	
9110	\$23,475	\$23,475	\$46,950	\$93,900*
9160	\$9,250	\$9,250	\$9,250	\$9,250**
9170				
9180				
9190	NA	NA	NA	NA***
<b>TOTAL</b>	<b>\$32,725</b>	<b>\$32,725</b>	<b>\$56,200</b>	<b>\$103,150</b>

\* The entire amount for the police reimbursement will be contractually obligated prior to the end of 12 months of execution of the grant contract.

\*\* The entire amount of the PHDEP funds will be spent prior to the end of the first 12 months for the drug prevention program.

\*\*\* Other (administration) Program Costs such as surveys (activity 3) will be allocated to the operating budget and are not PHDEP expenses.

#### **Section 4: Certifications**

A comprehensive certification of compliance with respect to the PHDEP Plan submission is included in the “PHA Certifications of Compliance with the PHA Plan and Related Regulations.”

[The following letter was scanned into the computer from the original letter sent to the Housing Authority by residents of Cohansey View. Although some of the formatting is changed (such as page numbers and headers at the top of their eight page letter, the context remains true to the original text which may be forwarded with the paper submittal. This computer file may be submitted electronically along with the annual and five year plan if possible.]

# **Cohansey View Tenants Association**

June 6, 2000

Raymond H. Maier  
Executive Director  
Bridgeton Housing Authority  
110 East Commerce Street  
Bridgeton, NJ 08302

RE: BHA's one-year and five-year plans

Dear Mr. Maier:

The Cohansey View Tenants Association is an informal group of tenants who have been meeting monthly since February of this year. While we have not been officially elected as officers of the Tenants Association, we have assumed leadership roles. We believe we are speaking on behalf of the larger group based on what we have heard our neighbors say at our tenants association meetings. On behalf of the Cohansey View Tenants Association (CVTA), we submit the following comments to the Bridgeton Housing Authority's (BHA) one-year and five-year plans.

1. FlatRents

The CVTA commends the BHA for the adoption of its flat rents. The BHA's flat rents will be a genuine incentive for higher income tenants to remain in public housing. We believe efforts to assist tenants increase their incomes and remain in public housing are preferable to efforts to attract higher income people to move in.

2. HOPEVI

The CVTA supports including in the BHA's mission statement the improvement of the neighborhoods where BHA housing is located. However, the CVTA the BHA five-year plan relies too heavily on the possibility of submitting a HOPE VI application for the improvement of BHA properties and neighborhoods. We are concerned that very little information supporting the Hope VI idea is included in the plan. The BHA property or properties that will be the focus of a HOPE VI application are not identified. If the BHA has specific properties in mind, those properties should be identified in this five year plan. Additionally, the rationale for identifying those properties as possible subjects of a Hope VI application should be stated. Our second concern relates to the relevance of HOPE VI to BHA properties. The focus of HOPE VI is "the nation's most distressed public housing." None of the BHA's properties can be characterized as "the nation's most severely distressed public housing." The CVTA agrees that a public planning process in which the residents actively participate is a positive thing. However, if the resulting redevelopment plan relies too heavily on an infusion of HOPE VI funds the planning process risks being rendered an exercise in futility.

3. "Improve community quality of life and economic vitality" (page 4)

On page 4 of the five-year plan, the BHA identifies the provision of an improved living environment as a goal. However, the only stated objective for reaching that goal is "bringing higher income public housing households into lower income developments." Is that really the only idea the BHA has for improving the living environment? There are other ways to improve the quality of life at Cohansey View Apartments:

(a) Changes in the use of the community room at Cohansey View by outside groups would contribute to an improved quality of life at Cohansey View. We have read the article in the May Housing Authority newsletter but remain unclear on what the new policy is. Cohansey View tenants are repeatedly disturbed, and inconvenienced by the use of the community room by large and noisy groups. The parties often attract more than 100 people and are inadequately supervised by adults. Bridgeton police are often called to these events. Additionally, the use of the dumpster by parties at the community hall contributes significantly to the problem of overflowing dumpsters. The CVTA urges adoption of more effective controls of the use of the community hall by outside groups. The CVTA believes use of the room should not be free. A rent should be charged in addition to the security deposit. The \$65.00 security deposit is an insufficient incentive for groups to properly care for the facility and clean-up after themselves. The security deposit should be raised to \$100 or \$200. Additionally, one of the criteria for the return of the security deposit should be that the group did not disturb and inconvenience the neighbors. Additionally, better screening and documentation of the intended use of the facility and the person responsible for the group's activities should be required. It seems there is little recourse against persons who abuse the premises. The BHA employee responsible for the leasing of the community hall should check on the use of the meeting hall by the groups while the groups are using the facility and after they have left.

(b) Better supervision and direction of the grounds maintenance contractor would contribute to an unproved quality of life at Cohansey View. The staff that mow the lawns do not police the



grounds and pick-up trash before mowing the lawn. Instead, they mow right over the trash so that it is scattered in many tiny pieces all over the grounds.

Cohansey View Tenants Association

Policing the grounds prior to mowing is part of the job. The prisoners on work-release or community service do a better job than the paid contractors.

(c) Often the maintenance staff are rude and disrespectful towards the tenants. An approved attitude and manner towards the tenants would contribute to an improved quality of life at Cohansey View.

(d) Reserved parking for tenants would contribute to an improved quality of life. The driveway running parallel to Cohansey Street should be marked with signs indicating "parking for tenants only; violators will be towed" similar to those posted at the Highrise.

4. "Promote self-sufficiency and asset development of assisted families" (page 5)

As previously stated, the CVTA supports the BHA's adoption of its flat rents. The use of low flat rents can contribute to accumulation of cash assets by PHA tenants and can help some families achieve home ownership. Additionally, the CVTA urges the BHA to pursue creation of employment opportunities for BHA tenants through more aggressive use of Section 3 of the Housing and Community Development Act of 1968. Section 3 is discussed more fully below.

5. Fair Housing and Affirmative Action Plan

The CVTA is very interested in the potential for job-training and permanent employment created by more than \$3.5 million that the BHA spends each year to maintain, repair and operate its 450 units of public housing. (See page 12 and 13. Total resources (\$4,568,383) less Section 8 Tenant-based assistance (\$988,464) equals \$3,579,919). How many BHA tenants were hired or received job-training by the expenditure of these funds in 1999? Section 3 of the Housing and Community Development Act of 1968 requires public housing authorities to create job-training opportunities and jobs for public housing tenants "to the greatest extent feasible." The CVTA believes more emphasis must be placed on realizing the potential of Section 3 to provide job-training and permanent employment to BHA tenants. In that way, many goals can be achieved simultaneously-apartments and properties are maintained and repaired, the percentage of BHA employed tenants increases and the average income of tenants is increased. It is not enough for the BHA to require each bidder to file reports (Fair Housing and Affirmative Action Plan, page 5), but bidders need to be notified that a commitment to train and hire BHA tenants is a material aspect of the contract and is required for a responsive bid.

Specifically, the CVTA urges the BHA to:

(a) include in the Fair Housing and Affirmative Action plan numerical data on the BHA's prior experience with implementation of Section 3 so that performance can be measured. Specifically, over the last five years how many BHA tenants received job training or permanent employment by the BHA or a private contractor completing work for the BHA? How many tenants that received job-training were hired for permanent positions?

(1)) include in all Requests for Proposals or Requests for Qualifications or other ways in which outside contractors are sought and hired that those responding state the extent to which the contract will enable them to hire or train BHA tenants;

(c) complete an analysis of all BHA positions to identify the job duties, the minimum qualifications necessary to be hired for the position and the salary range for the position. Publicize that analysis so that BHA tenants can be informed of jobs they might be currently qualified for or which they might qualify for with some additional training or education.

(d) analyze and evaluate the current BHA staff by gender and race on the basis of annual salary. The overall number and percentage of people employed by race and gender tells only part of the story. Baseline data must be collected and preserved so that improvement can be measured.

6. Utilization of Section 8 to access housing in non-poverty areas (page 11)

Again, data on the extent to which the 140 household currently receiving Section 8 vouchers have been able to move to non-poverty neighborhoods should be included in the plan. In that way, the success of the housing counseling programs and marketing to owners outside of areas of concentrated poverty mentioned on page 11 can be measured.

7. Preferences for admission to public housing (page 16-17)

The BHA has adopted priorities for admission to public housing substantially different than those previously in place. No longer will an applicant be given preference because they are homeless or because they are paying more than 50 percent of their income for rent or living in substandard housing. Instead, employed applicants and victims of domestic violence who are enrolled in a program to overcome that experience will have preference for admission to public housing.

The CVTA believes it is essential to analyze the current waiting list according to the new preferences. Since adoption of the current admission and occupancy policy in

October of 1999, how many persons on the waiting list for family housing have been offered an apartment who are not a veteran, disabled, employed, or victim of domestic violence in a program designed to overcome the domestic violence? Has anyone been offered a family unit based solely on Bridgeton

residency or solely because he or she is a victim of domestic violence? Of the 182 people on BHA's public housing waiting list, how many are employed?

The BHA must also keep detailed records regarding implementation of the new preferences so that the results can be evaluated. For example, in considering next year's annual plan, we should be able to know how many people on the waiting list were skipped over in order to admit an employed person. We should also know how many extra months someone remained on the waiting list due to the new admissions policy. We should also be able to quantify and describe the 68 or so new admissions based on what preference they satisfied. It is also important to explain in detail how the new preferences work. Is there any limit on the number of names that can be skipped in order to admit someone meeting one of the new preferences? Would an employed person who applied for public housing today be offered an apartment before someone paying more than 50 percent of her income for rent who has been on the waiting list for two years?

8. Eligibility Criteria (page 13 and Admissions and Occupancy Policy)

Because inability to pay private market rents is the very reason people need public housing, the CVTA does not believe a person's prior inability to pay the rent should exclude him or her from public housing. In the Bridgeton area, the current fair market monthly rent for a two-bedroom unit is \$692.00. A family needs an income of \$27,700 for such rent to be affordable, that is, for the rent to not exceed 30 percent of gross income. A family with annual income of \$27,700 is approaching ineligibility for public housing (80 percent of median income for family of two is \$29,100). Therefore it should be expected that many people on the BHA waiting list may have had trouble paying their rent in the past.

9. Site-based waiting lists (page 14)

The BHA's experience in implementing the site-based waiting list should be carefully documented so that evaluation is possible. The number of units each person is offered before choosing one and the amount of time involved with each refusal should be recorded.

10. Financial Resources (page 12)

What is the intended use of the \$500,000 in unobligated comp grant funds? What complexes are scheduled to receive what modernization work?

11. Capital Fund Program Annual Statement (page 29-30)

What are the \$130,000 worth of site improvements (page 30)? What are the \$484,600 worth of dwelling structure improvements (page 30)? These should be described in more detail in the plan.

What are the apartment upgrades planned for Cohansey View (page 31)? A detailed statement of should be included in the plan. The kitchen cabinets in many units need to be replaced and the walls to which the cabinets are attached need repair. Many units need new kitchen and bathroom floors. Many units need to be re-painted. These improvements should be itemized in the plan and there should be specific goals of the number of units each year that will receive these repairs or improvements.

12. Five-Year Action Plan for Capital Fund (page 32 to 36)

What "landscape upgrades" costing \$40,000 and "site improvements" costing \$15,000 are planned for Cohansey View Apartments in 2001 and 2002? What "area improvements" costing \$100,00 and "apartment upgrades" costing \$50,000 are planned for 2003 and 2004, respectively? This question is repeated for each complex whenever the terms "apartment upgrades," "area improvements," or "site improvements" are used. Enough detail should be included in the plan so that tenants can understand what work is contemplated and so that the BHA's performance can be measured.

The closure of the laundry room has caused substantial inconvenience to Cohansey View tenants. However, even prior to its closure, the secluded, basement location was a significant cause for concern of many tenants. The CVTA applauds the inclusion, in the annual plan, of the installation of hook-ups in those units where the tenants request the hook-ups. The Tenants Association also believes that some smaller units may not conveniently accommodate washers and dryers. The plan should call for an inventory and determination of which units can accommodate the hook-ups and which cannot. Additionally, the Tenants Association urges the BHA to evaluate the possibility of construction of a new, street level laundry facility on the grounds of the Cohansey View Apartments. A street-level facility would be safer and more convenient for patrons and the risk to the equipment and machinery also reduced.

In the "Narrative to Schedule of Nonroutine Expenses and Replacement of Equipment" attached to the BHA's operating budget for the year ending 9/30/2000, it is stated that "The Heat Exchangers/Boilers at the Cohansey View Apartments are deteriorating and maintenance costs thereto are increasing. Although the Authority hopes to use CGP funding to replace all of the boilers and heat exchangers in future years, the proposed budget of \$16,500 is adequate for this year's immediate needs." Is the replacement of the boilers and heat exchangers identified in the five-year action plan for Capital Fund? What is the anticipated cost of that job?

What vehicles costing \$50,000 are to be leased or purchased in 2001 (page 36)? What vehicles are to be purchased or leased in 2002, 2003 and 2004 costing an additional \$1 35,000? What security upgrades are anticipated over the next four years costing \$120,000? etc., etc.

13. Section 8 vouchers-Sharing information with landlords (page 20)

Is the "information" that is shared with a landlord in writing so that a tenant can know what is communicated about him or her? What kinds of "information" will the BHA share with a prospective landlord? Does the tenant authorize this sharing of information prior to its disclosure?

14. Demolition and Disposition

If the BHA believes that any of its housing is currently in such deteriorated condition that demolition might be a reasonable plan, it should say so and the Housing Authority should also describe with specificity the conditions that it believes may warrant demolition.

15. PHA Community Service and Self Sufficiency Programs Were pages 43 through 47 left blank intentionally?

16. Public Housing Drug Elimination Program Plan

The CVTA is not convinced that spending 95 percent of the PHDEP funds for police officers salaries is the most effective means of fighting abuse of drugs. We hardly ever see Bridgeton Police officers anyway. They don't seem to patrol Cohansey View any more than any other neighborhood (outside of responding to complaints about activities in the community hall). What are the crime statistics for BHA complexes now? How do they compare with other neighborhoods? The information needed to analyze these issues apparently has been recacted from the 1999 Drug Elimination Grant included in the plan. More money invested in after-school programs and summer activities for the young people would be a more productive use of these funds.

The CVTA looks forward to installation of washer and dryer hook-ups in individual apartment units, the re-opening of a community laundry facility, better trash removal services, and elimination of the problems caused by outside users of the community hall. We look forward to actively participating in the neighborhood planning process that may result in a HOPE VI funding application.

Lisa Wright	Linwood Thomas
Member	Member

[The following letter was sent to Mr. Linwood Thomas, III, and Lisa Wright of Cohansey View apartments in response to their letter regarding the annual and five year plan. The letter was also circulated to the Commissioners of the Housing Authority of the City of Bridgeton and fully considered prior to the Board's action. Although the formatting, such as the letterhead is different from the letter sent to the Cohansey View residents, the context is identical. When appropriate, the following letter also includes "[ ]" with additional comments not sent to the residents but added herein to further explain the Authority's analysis.]

**THE HOUSING AUTHORITY  
OF THE CITY OF BRIDGETON NEW JERSEY 08302**

June 9, 2000

Mr. Linwood Thomas, III  
220A Cohansey View  
Bridgeton, New Jersey 08302

Dear Mr. Thomas:

Thank you for the letter from Ms. Wright and yourself dated June 6, 2000. It will be added to the annual and five-year plan submittal along with our comments after our review. I am also forwarding it to the Commissioners for their consideration.

Your letter represents the best effort I've seen in quite a while by tenants to deal with policy issues and I commend you for it. Furthermore, I urge you to pursue, with the assistance of your legal aide advisor, to becoming more formally organized so that your correspondence can be seen as officially representing all of the residents of Cohansey View and not just the opinions of a few people who are good enough to take the time and interest to address issues that affect you all.

Your letter is a rather lengthy one, and I am not prepared to respond to all of your points at this time. Indeed, some of the issues you raise may more properly be addressed to the U.S. Department of Housing and Urban Development (HUD) or Congress, while other matters pertain to management issues, which however helpful, may not be relevant to the Annual or Five Year Plan. I trust you understand that our

planning documents are the result of completing what HUD calls a template and accordingly, we may have omitted information that might be of interest. Maybe HUD will revise their template in future years to include some of the information you request.

In any case, let me at least provide some preliminary comments on some of the matters addressed in your letter.

1. Flat Rents: We appreciate your support of our setting the flat rents at relatively low levels to encourage people to seek employment and enable them to save money as their employment income increases. The Quality Housing and Work Responsibility Act that allows the flat rent provisions also allows the Secretary of HUD to establish subsidy procedures to reimburse the Housing Authorities in the event that the flat rents lead to a loss of income. Unfortunately, HUD has said it doesn't have the money to implement this provision. So, there is the possibility that in future years we may have to raise the flat rents. Nevertheless, we believe that the premise for which the flat rent provision is based is valid and I would encourage the Authority to continue to keep the flat rents as low as practical while still maintaining our financial viability. [The final occupancy regulations require that flat rents reflect the real market rent which may further contribute to a modest increase.]

2. HOPE VI: For a variety of reasons, Congress and HUD seem to be very optimistic about the possibility of improving public housing and surrounding neighborhoods through the HOPE VI program. The Housing Authority of the City of Bridgeton only has three family housing complexes which, as I understand it, would be eligible for inclusion in the HOPE VI program. At this point it would be contrary to the HOPE VI process for the Authority to declare which projects are to be included or what is to be done because the HOPE VI process very clearly sets out a planning process that requires input from all of the stakeholders involved. This includes the residents, neighborhood groups, nonprofit entities, and other interested members of the community before the HOPE VI plan and application is prepared and submitted.

For my part, I am learning more about the HOPE VI process everyday. Initially I had thought of it as something like the HOPE III (I think) program in which we would build or renovate housing in the neighborhood and make it available for sale to residents who are ready to move out of their public housing units and into their own home. I have since learned that the HOPE VI program has evolved each year since it began six years ago so that it now envisions the demolition of obsolete public housing that was too often constructed on the worst sites in a community, and built in

accordance with minimum property standards. Before the existing housing is demolished, better replacement housing suitable for today's families must be provided for the public housing families. Typically, these houses are provided along side of market rate housing that is not owned or managed by the Housing Authority. A goal of the initiative is to provide public housing that is indistinguishable from other housing in the community.

I understand your statement that our housing does not look like the most distressed public housing that we all envision existing in the large urban areas. However, I remember that Cohansey View did not look nearly so good a few years ago and I wonder how long our improvements will last. In addition, I wonder if a hard look at our facilities by qualified engineers and other professionals will be able to suggest changes that will fix some of the distress factors that we often discuss at our meetings. A large part of your letter deals with factors that characterize distress. The pictures of HOPE VI houses that I've seen include homes that can be visited by people who are in wheel chairs, and have such things as air conditioning, control of their own heaters, off street parking, storage areas, and clearly defined yards for each home. I have talked to many people who have participated in HOPE VI projects and I believe we have as good a chance as any to acquire funds--but only after an open public process. If we pursue this funding this year, I would urge you to take part in the process and help get as many of your neighbors as possible to participate in the meetings we will have to examine our various options.

3. Improve community quality of life and economic vitality: The HUD template does not include the management issues you raise. I would like to discuss these matters with you at your next meeting. Your comments will however be included as an attachment to the Annual and Five Year Plan submittal to HUD and we may provide additional comment to HUD upon request as a result of our discussions.

4. Promote self-sufficiency and asset development of assisted families: The Authority fully supports the aggressive use of its powers under Section 3 of the Housing and Community Development Act of 1968. We have had some success over the years in having residents or other members of the community hired by out of town contractors during modernization projects. In an effort to assure that we are maximizing our powers under this act staff will refresh themselves on the provisions contained therein and attend training sessions on this subject. (It was in fact covered in the modernization course our Redevelopment Director attended when he was first hired.) It may be of interest to note that the HOPE VI program provides that there be linkage to employment training leading to jobs.



5. Fair Housing and Affirmative Action Plan: There were a number of matters suggested in this section which we will evaluate and respond to as may be appropriate.

Regarding the hiring of staff, be advised that HUD used to have standards, now only guidelines, pertaining to the number of staff that we should have given our size. It is unrealistic to think that we are going to hire a large number of housing authority residents. However, the Authority's policy has been, and continues to be, to hire students, pursuant to the New Jersey Department of Personnel's noncompetitive title that allows this, to do grounds keeping and similar maintenance work after school. If you know of any resident of Cohansey View who falls into this category and is interested, please let us know immediately.

HUD also used to require that the Authority pay employees in accordance with the practice of other local public agencies. Although this is no longer a requirement, it is the policy of the Authority to survey the other local agencies each year prior to setting salaries for its employees and generally the salary increases are in line with the percentage increases given by the municipality.

6. Utilization of Section 8 to access housing in non-poverty areas: The HUD plan template does not require that we submit data on the number of people who have been able to move to nonpoverty areas. However, even though only a handful of people change each year, the Authority agrees that it will be useful to keep baseline data on this and compare it periodically with the location of participants and the poverty levels of the census tracts our participants live.

7. Preferences for admission to public housing: Your letter seems to suggest that the old federal preferences were preferable to our current system. Please note that the current law requires that 40% of our new residents in any new year be families that are considered to have extremely low incomes. Accordingly, low income families are not forgotten under the new law.

However, so long as we meet that requirement, there is no limit to the number of people we skip over to get to someone who is over the extremely low income family limit. And so, yes, it is possible that someone who is employed and who applies today could theoretically get into public housing before someone who has been on the list for two years but hasn't been employed during that time. Then again, depending on how many very low income applicants we have, the unemployed person might get an apartment before the employed person under the requirement that

40% of our applicants are extremely low income families. You may note, that such a person who is disabled so that they can't work will get preferences points for their disability. If they are able to work, and they do find a job during the hypothetical two year period, then they can report that and get their status changed so that they have points for being employed. There really is no way to manipulate or "get over" on the system so I would recommend that any able bodied person who is able to work do their best to find a job consistent with Congress's intention when it adopted the 1998 Quality Housing and Work Responsibility Act. [The final rule on the deconcentration of poverty may require further changes in our current policy.]

8. Eligibility Criteria: It is my understanding that HUD expects the Authority to run a credit check on every applicant and that the inability to pay rent in the past is considered to be good cause for making the person ineligible for public housing.

9. Site-based waiting lists: We believe that the site based waiting list will allow us to place people quicker rather than offering houses to people who don't want to live there. A prime example for us is the Senior Citizen High Rise which is anathema for some people while others enjoy the on site security, laundry room, community room and so on. Our staff makes extensive notes on their files and keeps records that will allow us to document a need to change the policy for site based waiting lists in the event it appears that the site based waiting lists is in fact impeding the prompt placement of families in need of housing.

10. I am not sure why the HUD template asks us to list the amount of funds that are unobligated in prior year Comp Grant accounts. It may be simply to show the Authority's capacity to spend the money in a timely fashion. In any event, the 1998 and 1999 Comp Grant Programs were adopted after public hearings and those applications, as revised, may be reviewed at our office upon request. There are a number of items listed, but the major ones included are the washer and dryer hookups for Maplewood Gardens (and related work) and the steel fencing work at both Maplewood Gardens and Mill Street.

11. The site improvements and dwelling structure figures shown on page 30 in Part One of the Modernization Plan are detailed in Part II by housing complex site and a general description such as steps, fencing, and so on. See the next page of the plan.

We disagree that a detailed description of such things as apartment upgrades should be included. Obviously we will bring the apartment up to code and we will complete all work necessary to do so, but the Capital Fund/Modernization Program is intentionally meant to be flexible so that for example if you say you want to replace floor tile and find that the subfloor, or even floor joists are bad, you can do repair[s to] them in the process. Similarly, if one apartment has bad base cabinets while those in the apartment next door are in good shape--perhaps due to prior repair--only the bad base cabinets will be replaced. However, if the residents have any particular item that they do not feel is covered in these descriptions, they should bring them to our attention. If they are in writing and if we agree they are appropriate we will specifically include them in the plan. Note that the space provided for the descriptions is relatively small--this is for a reason.

12. Five-Year Action Plan for Capital Fund: This section of your letter questions some of the proposed costs for Cohansey View and goes on to suggest that an above ground laundry room be provided even though the plan suggests installing washer and dryer hookups in the apartments and that the staff, with the support of the Board of Commissioners agreed to a resident's proposal to reopen the often vandalized laundry room in the basement at Cohansey View. An inference may be that these expenses be used instead for the proposed new laundry room.

The landscape upgrades had envisioned the enclosure of the unsightly trash containers that line Cohansey Street with brick walls, but this expense may be reprogrammed if the fencing and plantings that we have decided to install instead (giving a visual buffer but a softer look we hope) do in fact work out.

However, I am not sure these budgets are sufficient to cover the cost of a secure ground level laundry room, or where we would put it on a site that is already too crowded. This would seem to be an appropriate deficiency to discuss during our HOPE VI meetings.

You raise some other questions regarding area improvements (\$100,000), boiler repairs in the Operating Budget (\$16,500), and vehicle costs. Many of these costs are part of a five year plan established a few years ago and are brought forward each year with changes and additions [that] are deemed appropriate. The area improvement costs could include such things as repaving the parking lot, off street parking lane, underground sewer and water pipes and so on. However, I want to look at this a little closer to see if we still feel we need to budget so much at the Cohansey View site for this item. Your reference to the boiler costs raises in my mind the possibility of

putting some of these items in the Capital Fund list and make it a more general category such as improving the heating systems so that we may address hot water heaters, radiator controls, as well as boilers that may need replacing. In any case, please be assured that we will rebudget operating funds if necessary to make sure we have adequate heat at our facilities.

Regarding vehicle budgets, we always include funds for the replacement of one or more vehicles but we do not always spend it. Our oldest vehicle is ten years old and has a lot of miles on it. These vehicles get a lot of use and must be ready to operate in the middle of the night, in cold and bad weather, and so on. Accordingly, our plan is to keep our fleet in good condition by replacing vehicles when the [cost of] their maintenance becomes [too] costly or frequent and the vehicles reliability becomes questionable. The Commissioners do not let us frivolously spend this money and neither the Commissioners, nor the Executive Director have vehicles owned by the Authority.

13. Section 8 vouchers: Sharing information with landlords: It is my understanding that the law places the responsibility for screening tenants on the landlord. However, Section 8 staff is expected to reveal any reliable information to the landlord if requested. It stands to reason that the Section 8 participant should be aware of this provision and I will discuss this with our staff to make sure that my understanding is correct.

14. Demolition and Disposition: It is premature for the Authority to say any building is ready for demolition. The HOPE VI regulations are very clear on the evaluation process for this work and it must include analysis by qualified engineers and other professionals. Accordingly, it is inappropriate to put in the plan that we intend to demolish a building. Our statement that we are going to investigate this issue is appropriate.

15. Community Service and Self Sufficiency Programs: Your letter asks if pages 43 through 47 were intentionally left blank. You will notice in the template plan that high performing housing agencies, of which we are considered to be one, were not required to fill in this information. I was under the impression at the time this draft was done that HUD had also not completed its final rule regarding this matter but I now find that it appears they have a rule which requires the Housing Authority to prepare a policy regarding these matters. We will be working on that and it will be available for your review at that time. [The attachments to the plans do include a description of how we intend to implement the community service requirement.]

16. Public Housing Drug Elimination Program Plan: Your letter opposes the expenditure of using most of our anticipated PHDEP funds for the reimbursement of police officers at the expense of after school programs. I recall the level of crime at this Authority's housing sites in the early 1990s before we began using the services of these police officers and I have noticed a dramatic difference. Accordingly, I believe we should continue to use these services. You may note that the Modernization Plan also now provides funding for the after school program at the Maplewood Gardens site. Congress has cut the funds for the PHDEP program, which may be of some concern to the residents.

In closing, let me thank you for your letter. I hope my response is helpful, and that further discussion will lead to a better housing authority for all of us.

Yours truly,

Raymond H. Maier

## **DESCRIPTION OF COMMUNITY SERVICE IN PUBLIC HOUSING**

**OVERVIEW:** In accordance with the 1998 Quality Housing and Work Responsibility Act, the Housing Authority of the City of Bridgeton intends to implement the Community Service requirements for certain residents as described in federal regulations found in the Federal Register, March 29, 2000 beginning on page 16729. This description will be included as an attachment to the Authority's Annual and Five Year Plan submittal to the U. S. Department of Housing and Urban Development in its plans to be sent on or before July 18, 2000.

Elements of the implementation include (1) identification of individuals who may be eligible for participation in the Community Service initiative, (2) notification of those individuals of the definitions of persons who are obligated under the law for Community Service, (3) providing those persons with an opportunity to document reasons why they are not obligated for community service, (4) or alternatively assist such persons with identifying appropriate opportunities to perform such community service, (5) identify agencies, associations, and similar third party organizations that may provide opportunities for community service and be willing to provide third party documentation of said service, (6) establish relationships with organizations who are willing to utilize the community service assistance of public housing residents and to track said service and communicate on a timely basis with the Authority, (7) revise the Authority's lease to clearly document this requirement if necessary, (8) establish provisions for residents who have not fulfilled their community service requirement at the time of their annual reevaluation to enter into an appropriate agreement to make-up said time in addition to completing ongoing obligations, and (9) move to evict households with members who refuse to fulfill their community service requirements.

This description of the implementation of the regulation will be circulated to the residents' organizations and to the Commissioners of the Housing Authority of the City of Bridgeton in order to invite comment and subsequent improvement of the policy and implementation of this initiative.

### **Implementation Procedures for the Community Service Requirement:**

(1) identification of individuals who may be eligible for participation in the Community Service initiative:

1) The Authority will endeavor to identify residents who may be subject to the community service requirement by running its computerized list of all households showing the source of income for each resident. In those cases when a person is clearly not exempt, the Authority will proceed with the next step. In addition, the Authority will include an article in a newsletter explaining the community service requirement so that residents will be informed and have an opportunity to make accommodations which may exempt them from the requirement.

(2) notification of those individuals of the definitions of persons who are obligated under the law for Community Service: Once a person has been identified as someone who is possibly subject to the community service requirement, the Authority will send them a letter explaining the requirement, the possible exemptions, and ask the resident to contact the Authority to confirm that they are subject to the requirement or proceed to the next step.

(3) providing those persons with an opportunity to document reasons why they are not obligated for community service: Persons who have been identified as being subject to the community service requirement may, upon notification from the Authority, provide documentation within showing that they are not subject to the requirement.

(4) or alternatively assist such persons with identifying appropriate opportunities to perform such community service: In the event the resident agrees that he or she is subject to the community service requirement, the Authority will attempt to direct them to agencies or associations providing community service opportunities. Although the Authority may generate some of its own community service requirements, such activities will be entirely new endeavors not normally done by Authority personnel and unlikely to be done by Authority personnel.

(5) identify agencies, associations, and similar third party organizations that may provide opportunities for community service and be willing to provide third party documentation of said service: The Authority staff will develop a mailing list of all agencies, faith based organizations, or other associations which may be willing to provide community service opportunities for Housing Authority residents.

(6) establish relationships with organizations who are willing to utilize the community service assistance of public housing residents and to track said service and communicate on a timely basis with the Authority: The Authority will reach out to

area agencies, faith based organizations, and other associations and ask if any of them have opportunities for our residents to perform community service work. After a reasonable time, the Authority will compile a list of such organizations, their contact person, and the nature of the community service work that may be available.

Participating organizations will understand that they will be asked to document the community service work of the individuals and a memorandum of understanding will be drafted to document the expectations of the Authority and the participating third party who will affirm and document the community service work of the resident.

(7) revise the Authority's lease to clearly document this requirement if necessary: The current lease does not specifically say that residents must perform community service but does say that residents must abide by all Housing Authority rules. The lease will be reviewed to assure that it meets the requirements of the law and be amended as necessary.

(8) establish provisions for residents who have not fulfilled their community service requirement at the time of their annual reevaluation to enter into an appropriate agreement to make-up said time in addition to completing ongoing obligations. In the event a resident in any household has not fulfilled a community service requirement, the Authority will offer them an opportunity to execute an agreement to perform community service equal to that which has previously not been performed as required and to continue performing community service so long as it is required.

(9) move to evict families whose households consist of members who refuse to perform community service as required by law. Pursuant to the law, the Authority will take action to have households evicted in tenant-landlord court for failure to meet the federal requirement for community service.